

CURRICULUM - VITAE

NILIMA H. GAWARE

504, D Wing,
Sakar Residency,
Gograswadi,
Near Kalyan janata Sahakari bank.
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Dombivli (E) – 421 201.

Mobile no.: 09920330537
Email Id:

OBJECTIVES:

Looking out for challenges, simultaneously upgrading my skills with quick grasping power in order to be able to give of my best to the organization that I may serve.

TECHNICAL PROFICIENCY:

Completed Certificate course in Financial Accounts.
Operational Knowledge of Computer Packages.
Completed Tally 5.4 & 6.3 from Computer Point.
Completed CORE Accounting Course (Finalization of Accounts) from ICA Computer Institute.
Completed MS-CIT Course

ACADEMIC QUALIFICATION:-

1. Completed S.S.C in the year March 2000 from Shantinagar Vidyalaya with 2nd Class.
 2. Completed H.S.C in the year Feb 2002 from Mumbai University with 2nd Class.
 3. Completed B.Com in year March 2005 from Mumbai University with 2nd Class.
 4. Completed M.Com. In April 2009 from Mumbai University with 2nd Class.
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WORK EXPERIENCE:-

1. **Organization:** Generous Marketing & Trading Pvt. Ltd
 Designation : C. A. Assistant
 Duration : 8 months (1st October 06 to 31st May 07)
 Description : Accounts related work
 Office Work
2. **Organization:** Pyro Electric & Allied Instruments Pvt. Ltd
 Designation : Accounts Assistant
 Duration : 11 months (1st June.07 to 30th April 08)



3. Description : Accounts related work
 Organization: Pelican Earthmoving spares co.
 Designation : Accounts Assistant
 Duration : 13 Years 6months (1st Sep.2008 to 31st May 2022)
 Description : Accounts and admin work

4. Currently Working with Arham Group W.e.f. 1st june 2022

JOB PROFILE

- Checking of the Sales Invoices and Purchase Invoices and Entry in Spectrum Accounts Software after checking Challans.
- Preparing documents for Import payments
- Keeping records of Bill of Entries submitted in bank.
- Reconciliation of Accounts of Suppliers with our account.
- Reconciliation with Bank Statements
- Making the Receipts and Payments Entry in the Spectrum Software
- Leave updation in Excel,
- Maintaining Stock Statement
- Maintaining Petty Cash.
- Maintaining all filling work all documents Confidential records.
- Salary Payment to 30 Workers & 20 Staff.
- Handling Banking work like depositing cheque & withdrawing amount for Salary and Petty cash.
- Issuing monthly cheque payment of Suppliers and feeding online data for making online payments too.
- Entering daily Cash Transaction using Spectrum Software as well as in FINANCIAL A/C SOFTWARE, Tally.
- Follow up of Payments from Vendors by sending Email and also on phone calls
- Interact with company banking and financial partners.
- Other duties and projects as assigned.
- Knowledge of Intercompany Transactions.
- Auditing of company
- Exposure in Tax (GST)
- Follow up of Payments from Vendors
- Making TDS Certificate
- Making Gstr B2B, 1A,3B
- Making MSME,GUMASTHA, GST, certificates.

CURRENTLY DRAWN SALARY:

30000/- Per Month + Conveyance Allowances
Yearly Bonus.

PERSONAL DETAILS:-

Date of Birth : 8th August 1984

Nationality : Indian

Marital Status : Married
Language Known : English, Hindi & Marathi



(Speak, Read, Write)

Hobbies : Playing all the outdoor games, Reading books

Other Qualities : Completed Course of Music (Casio)

This information is true to the best of my knowledge.

Date :

Place :

Yours Faithfully,
Nilima H. Gaware



Edit with WPS Office