

TRUPTI TEJAS MAHAJAN

Email Id: - truptidesai1989@gmail.com

Mobile No. 07303524994

Career Objective

To work in a challenging environment where my knowledge, experience and abilities can be best Utilized but which also offers a strong foundation for learning and expose me to new challenges. A analytical and honest professional with knowledge in Accounts for 8 years such as Accounts Tally, Account Data, complete accounts, Payroll, ESIC, PTAX, Service Tax & other Statutory Accounts.

- Expert in interacting with other group companies for accounts purposes.
- Proficient in team member, determined & quick learner with good interpersonal skill.

Strengths & Skill

- Ability to work pressure with complete focus on goal & having never give up attitude.
- Excellent co-ordination and management skills to carry out sophisticated tasks smoothly.

Educational Qualification

Professional:

Computer Operating – Windows 2007, XP, Windows 2000, DTP, Online

Submission of Sales Tax, Return, PT Return, ESIC & TDS

Accounts Packages – AIM4WIN Accounting Software & Tally ERP9

Academic:

Year	Degree	University	Result
2004	SSC	Pune University	Second Class
2006	HSC	Mumbai University	Second Class
2009	TYBA	Mumbai University	Pass Class

Work Experience

Working in Nokia Care at Virar From June 2006 To November 2006

Work Profile:

- Handling Account Department
- Operating Computer & telephone
- Handling Service Department

Working in PROVIDENCE INDUSTRIES at Vasai from March 2007 To August 2010

Work Profile:

- Handling Account Department
- Handling Administration Department
- Operating Computer & Telephone
- Making Payment Cheque of Job workers & Material Supplier
- Handling Service Department

Working in SHAKTI AEROMATICS at Saphale from November 2010 To March 2011

Work Profile:

- Handling Account Department
- Handling Administration Department
- Operating Computer & Telephone

Working in JYOTI ENGINEERING at Vasai from May 2011 To 31st August 2018

Work Profile:

- Preparing all document related Export & Import
(Invoice, Packing List, Custom Duty Payment, Coordinate with CHA)
- Enter posting of purchase, sales, payment, receipt collection & journal voucher
- Verification of bills & reconciliation of total turnover
- Bank, Debtors & Creditors Reconciliation

- Maintain cash transaction & petty cash book, preparing cash
- Day to day cash & bank transactions
- Preparing outstanding list of debtor & making payment follow-up
- Preparing of Tax Invoices, Vouchers & Agency Payment
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month
- Service Tax, Vat Return, Excise, E-TDS Return filing
- Maintain salary register in MS-Excel
- Maintain Balance Sheet & Profit & Loss

Working in JK Lifestyle Pvt Ltd at Virar from 1st September 2018 To 12th November 2022
--

Work Profile:

- Enter posting of purchase, sales, payment, receipt collection & journal voucher
- Verification of bills & reconciliation of total turnover
- Bank, Debtors & Creditors Reconciliation
- Maintain cash transaction & petty cash book, preparing cash
- Day to day cash & bank transactions
- Preparing outstanding list of Debtor & making payment follow-up
- Preparing of Tax Invoices, vouchers & agency payment
- Reconciliation of Bank Statement at the end of month
- TDS Return Filing and Taxation (PF & PT)
- Maintain salary register in MS-Excel
- Prepared all documents related HR
- All documents ready for audit purpose
- GST related work
- Prepared Form 3CA & 3CB
- Handling Contractor Management

Personal Details

Father Name : Piyush Madhukant Desai

Husband Name : Tejas Arvind Mahajan

Birth Date : 12th July, 1989

Marital Status : Married

Religious : Hindu

Gender : Female

Address : 14A/1069, Vrushali Sadan Co-op Hsg Soc
Tata Power House, Jai Maharashtra Nagar,
MHB Colony, Near Magathane Depot,
Borivali East, Mumbai – 400066.

Nationality : Indian

Extra – Circular Activities

Known Language : Marathi, Hindi and English

Hobbies : Listening Music & Reading Books

Place : _____

Date : _____

(Trupti Tejas Mahajan)