

# **Mrs. Harshada Sumant Kulkarni**

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Dombivli (West) 421202

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## **OBJECTIVES**

To seek a challenging career in your organization to utilize my knowledge, experience and education to its full potential. Also ready for effectively manages strict deadlines, schedules and repetitive tasks with a positive, can-do attitude.

## **EDUCATION**

- M.Com in Adv. A/c from Mumbai University with 71.15% in 2014.
- B.Com from Mumbai University with 82.29% in 2012.
- H.S.C. from Mumbai Board with 65.33% in 2009.
- S.S.C. from Mumbai Board with 75.38% in 2007.

## **CERTIFICATIONS**

- Certificate course MS- CIT passed with 80%.
- Certificate course in Advanced Accounting (CAA) which includes Tally ERP 9, MS Word, MS Excel, Advance Excel.

## **SKILLS**

- Knowledge of Internet.
- Worked in Tally, MS Excel, MS Word.
- Bank Reconciliation.
- Maintaining accounting records.
- Preparing accounts and management information.
- Preparing financial statements, including monthly and annual accounts.
- Taxation – TDS, VAT, CST, Service Tax.
- Handling bills payable and bills receivables.
- Processing Salary.
- Ledger Scrutiny.
- Handling auditor's queries.

## **EXPERIENCE**

- **Accounts Executive - Valad Business solutions Pvt Ltd.**  
**Sept 2015 to April 2017**
  - Day to Day Accounting;
  - Assisting in Finalization of Accounts;
  - Handling all the Invoices and petty cash;
  - Bank Reconciliation and Account Reconciliation;
  - Making foreign payments;
  - Preparation of MIS reports. (Weekly and Monthly);
  - Attending Audit and Looking after compliances of Audit;
  - Salary processing;
  - Making online Payment of TDS, PF and ESIC;
  - TDS quarterly return.
- **Ass. Management Accounts - Radius Global Growth Experts**  
**April 15 to Sept 15**
  - Foreign Accounting.
- **Accounts Assistant - Bharat Insulation Corporation (I) Ltd.**  
**Sept 2014 to March 2015**
  - Bank Reconciliation;
  - Worked in Tally;
  - Invoices Handling.
- **Audit Assistant - M. P. Chitale & Co.**  
**May 2013 to Aug 2014**
  - Worked in Excel;
  - Audit of various Mutual Funds, NAV Verification and Vouching;
  - Visited various client places like Citi Bank, Quantum Mutual Fund, etc.

## **PERSONAL INFORMATION**

- Sex: Female
- Date of Birth: 24th December, 1991.
- Marital Status: Married
- Children : 1
- Languages Known: English, Hindi and Marathi
- Nationality: Indian
- Hobbies and Interest: Travelling, Photography, Listening Music.

## **DECLARATION**

I hereby declare that information furnished by me is correct to best of my knowledge and belief.

(Mrs. Harshada S. Kulkarni)