

## Sayalee Chhagan Gaonkar

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Mumbai – 400 078.



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### OBJECTIVES:

- To get a position where my background and knowledge of Accounting & Finance can be used to achieve organizations goals.
- Looking for opportunities to utilize my skills for the growth of organization and self - growth.

### EDUCATIONAL QUALIFICATION:

Examination	Institute	Year	Percentage
M.Com.	Mumbai University	2018	53.40
B.Com.(Accounting and Finance)	V. G. Vaze College of Arts, Science and Commerce	2016	57.25
HSC	NES Junior College	2013	71.50
SSC	NES High School	2011	62.55

### WORK EXPERIENCE:

**Company** : Iksula Services PVT LTD

**Designation** : Senior Accounts Executive

**Duration** : Nov 2021 to till date

### JOB PROFILE:

- Raising monthly invoices and sharing with clients for all 3 entities.

- Raising invoices and uploading/updating on clients portal as per there process and requirement.
- While raising invoices and vendor bill booking need to put proper tagging on income and expenses so that the reports are generated correct on every month closing.
- Sharing reminder mails to clients of payment receipts for all 3 entities.
- Daily bank entries, petty cash entries, credit card entries and expense entries for all 3 entities.
- Follow up for vendor invoices if payments are done on basis of proforma invoice.
- Daily booking of vendor invoices with proper booking of TDS.
- Updating the data in google sheet for Tech consultant (Vendors), taking required approvals and booking invoices.
- Monthly preparation of TDS data for salary and non salary of both the entities and sharing with the auditors for TDS payments. Also solving queries if any.
- Preparation of TDS data for quarterly returns of both the entities and sharing with auditors for filing TDS returns. Also solving queries if any.
- Checking of Form 16A and 16 whether the deducted TDS is reflecting correctly in the returns.
- Working as helping hand of senior accountant for preparing monthly presentation of SG&A, Revenue MIS by providing required data to them.
- Reconciliation of Bank, Salary, PF, PT, ESIC, GST, TDS, intercompany transaction, vendor ledger, mutual fund transactions and prepaid expenses on quarterly basis checking.
- Working as helping hand of Senior for finalization of year end entries and any queries of the auditor.
- Providing required data to sales and top department as and when required.
- Processing refund of returned orders to the customer of behalf of our client.
- Uploading tax returns, tax payment receipts, tax payment challan on google drive for verification of auditors.
- Following up with customers for clearing the outstanding.
- Daily updation the customer outstanding and receipts to the management.
- Sharing data or details required by customer.

**Company** : Yes Bank Limited (TeamSpace Financial Services PVT LTD)

**Designation** : Credit Processing Analyst

**Duration** : Jan 2020 to Oct 2021

## **JOB PROFILE:**

- Working as a helping hand for the Product Managers by analyzing the activities of the Relationship Managers (RM).
- Daily tracking on existing customers by CIBIL trigger to ensure less takeover by other banks.
- Daily exceptions tracking to ensure the documents or analysis on customers are done time to time.
- SIDBI Customers allotment to respective teams for more expansion.
- Early Warning Report (EWR) follow up with Regional Business Leaders. Collecting there reverts, rectifying and submitting to higher authority for further action to reduce Non Performing Account risk.
- Background check on the existing customers for renewal of limits to reduce the burden on RMs.

**Company** : Yes Bank Limited (TeamSpace Financial Services PVT LTD)

**Designation** : Credit Processing Analyst

**Duration** : Jan 2019 to Jan 2020

## **JOB PROFILE:**

- Working as helping hand for Relationship Manager for analysing the cases to onboard the customer.
- Checking the background of the customer such as Hygiene, Bank statement, Financial Reports by the required format.
- Preparing renewal CAMs (Credit Appraisal Memo) and filling the required documents with RCM verification and forwarding it to the approving authority.
- Preparing the disbursement documents and submitting with proper signature and stamp as required and monitoring them.
- Tracking the exceptions and knocking off from time to time.
- Solving the issues faces by the customers.

**Company** : H B Hiran & Associates

**Designation** : Jr. Accountant

**Duration** : Jan 2018 to Nov 2018

## **JOB PROFILE:**

- Data Entry for the customer bills, bank statements other documents in Tally and finalizing the accounts for Income tax returns.
- Prepare Sales Tax Annexure for filing returns.
- Auditing the Sales Tax Returns and revising if any error.
- Working as helping hand of CA for auditing the bills, bank statements, cash memos, expenses, receipts etc of the company, finalizing the Audit returns and Income tax returns.
- Filing VAT Return of the customers.
- Filing GST Return of the customers.
- Filing TDS Return of the customers.
- Filing Service Tax Return of the customers.
- Registration for the customers (GST, VAT & Income Tax).
- Handling Bank & Bank Transactions for the Company.

**Company** : Arham Consultancy

**Designation** : Jr. Accountant

**Duration** : Jan 2017 to Jan 2018

## **JOB PROFILE:**

- Data Entry for the customers bills, bank statements other documents in Tally and finalizing the accounts for Income tax returns.
- Prepare Sales Tax Annexure for filing returns.
- Auditing the Sales Tax Returns and revising if any mismatch.
- Filing VAT Return of the customers.
- Filing TDS Return of the customers.
- Filing Service Tax Return of the customers.
- Registration for the customers (GST, VAT & Income Tax).

<b>Company</b>	Daga Services
<b>Designation</b>	<u>Jr. Accountant</u>
<b>Duration</b>	<u>May 2016 to Jan 2017</u>

## **JOB PROFILE:**

- Data entry for the customers bills and bank statements in Tally.
- Prepare Sales Tax Annexure for filing returns.
- Auditing the cash memos of the customers.
- Typing the documents required by CA.

## **OTHER QUALIFICATION:**

Certificate in Financial Management from Welingar Institute.

## **COMPUTER SKILLS:**

- MSCIT
- Tally 9

## **OTHER SKILLS:**

- Typing
- English Typing 30wpm

## **PERSONAL INFORMATION:**

Date of Birth	: 20 Feb 1996
Nationality	: Indian
Marital status	: Unmarried
Languages Known	: English, Hindi and Marathi

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