

CURRICULUM VITAE

Name :- Pranali R. Ethape
Address :- Unique CHS, Room No. 302, Plot NO. 71,
Sector No.- 14, Koparkhairane.
Navi Mumbai. 400709.
Email ID :- ethape_pranali@yahoo.com
Contact No:- 8082101091 / 9082106335

EDUCATIONAL QUALIFICATION: -

QUALIFICATION	PASSING YEAR	CLASS	UNIVERSITY
SSC	2007	2 ND CLASS	MAHARASHTRA STATE BOARD
HSC	2009	2 ND CLASS	MAHARASHTRA STATE BOARD
B.COM	2013	1 ST CLASS	UNIVERSITY OF MUMBAI
POST GRADUATION DIPLOMA IN FINANCIAL MANAGEMNET	2019	2 ND CLASS	WELINGKAR INSTITUTE OF MANAGEMENT DEVELOPMENT & RESEARCH

TECHNICAL QUALIFICATION: -

QUALIFICATION	GRADE
Diploma in Computer Application	A
Diploma in Desk Top Publishing	B+
Diploma in Financial Accounting	A
Integrated Course on Information Technology & Soft Skills (ICITSS) (ICAI)	Certified
Orientation Course (ICAI)	Certified

WORK EXPERIENCE: - More Than 8 Years

1. KSS Shipping Pvt LTD (16 Aug 2022 to till Date)

Key Responsibility:

- Regular Sale Invoice
- Expenses booked in Tally & Excel
- Bank Reconciliation

- *Payment Follow up*
- *Purchase Order Track & follow up*
- *EEFC A/C maintain (Exchange Earners Foreign Currency Account)*
- *Foreign Bank inward & Outward entry & maintaining record as per sale register*
- *Keep updating Debtors and Creditors ledger*
- *GST Working & TDS Working*
- *GST Compliances Handling with CA*

2. Nimesh Sodha & Co :- 05 Aug 2019 To 10 Aug 2022 (3 years) (CA Article Completed)

Key Responsibility:

- *Doing working on income tax and return filling*
- *Keep all client Sale Purchase data*
- *Maintain debtors and creditors details*
- *Regular voucher entries*
- *GST Return filling*
- *GST & TDS Compliances*
- *TDS working and return filling.*

3. Chachra&Co. : 1st Jan 2018 To 1st Dec 2019 (1 Year)

Key Responsibility:

- *Doing working on income tax and return filling*
- *Keep all client Sale Purchase data*
- *Maintain debtors and creditors details*
- *Regular voucher entries*
- *GST Return filling*
- *TDS working and return filling*

4. Exim Logitrans : 1st July 2015 To 31 December 2017 (2 Years 6 Months)

Key Responsibility:

- *Maintain all accounting details at regular basis.*
- *Keep updating Debtors and Creditors ledger*

- *Keep record of Petty cash*
- *Payment of GST and working on monthly basis*
- *Payment of Service Tax and doing working on monthly basis*
- *Payment and working of TDS*
- *Handling Income tax audit with co-ordinate CA*

5. D K Associates & Com (Tax Consultancy) 1st Jan 2014 To 30th June 2015 (1Yr 6 M)

Key Responsibility:

- *Secure financial information by completing data base backups*
- *Creating and returning statements and documents to clients by set deadline.*
- *Engaging regularly with clients and maintain strong relationships*
- *Identifying areas where clients and business can reduce tax, make claims and increase profitability*
- *Keep all client sale purchase data*
- *Doing working on tax and return filling.*

6. Gajara Associates and Com: 1st Jan 2012 To 30th Nov 2012 (11 Months)

Key Responsibility:

- *Keep all client Sale Purchase data*
- *Maintain debtors and creditors details*
- *Regular voucher entries*

KEY SKILLS: -

- ✓ *Good Motivational And Communication Skills.*
- ✓ *Ambitious, Enthusiastic, creative and dedicated to work*
- ✓ *Leadership Qualities and Smart working nature.*

PERSONAL DETAILS: -

Date of Birth : 10th Oct 1991

Father Name : Ravindra Ethape

Language Known : Marathi , Hindi and English