Borivali, Mumbai 

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**Swati Vijay Dholam**

**Profile**

* 12+ years of cross functional experience in the fields of Accounts, Taxation & Reconciliations.
* Scrutinizing all ledger activities & Financial reporting
* Ability to support and sustain a positive work environment that fosters team performance with relationship management skills

**Work Experience**

**Elmack Engineering Services**

Manager – Accounts **From: January 2022 to August 2023**

**Work Profile**

Primary responsibility includes scrutinizing all ledgers & TDS working, GST return filling, Audit preparations & query resolutions etc.

**Responsibilities:**

* Preparing working of GSTR 1 & GSTR 3B for payment of GST Tax on monthly basis of 2 Companies.
* GSTR 1 & GSTR 3B return filling on GST Portal.
* Reconciliation of GSTR 2B on monthly basis.
* Preparing GST Annual return working GSTR 9 & GSTR 9C.
* Preparing Monthly working for TDS & TCS payment.
* Booking of Purchase bills & Expense vouchers in system (ZOHO).
* Resolving queries of Auditors & other department of employees.
* 26AS reconciliation.
* Scrutinizing of all ledger transactions.
* Vendor reconciliation.
* Interacting with statutory auditors up to finalization of accounts.

**SEW Engineering (I) Pvt Ltd From: June 2007 to January 2022**

Officer - Accounts & Finance

**Work Profile**

Primary responsibility includes scrutinizing all ledgers, Sales tax & TDS working, GST working, Audit preparations & query resolutions etc.

**Responsibilities:**

* Preparing working of GSTR 3B & R1 for payment of GST Tax on monthly basis of HO & Branches
* Reconciliation GSTR 2A.
* Booking of GST Sales, Purchase and Expenses bill in ERP package
* Preparing Monthly Sales Tax & TDS working
* Preparing Tax audit summary and statutory compliance statements respect to taxation
* Handling of Income Tax & Sales Tax Assessment of HO & All other Branches
* Preparing statement Labour contractor PF, ESIC & Profession Tax from Salary
* Handling Vendor Accounts and Bank Reconciliation
* Budgeting Cash flow, turnover, customer outstanding & collection statement
* Preparing Various MIS Reports (Financial Statement of Creditors & Debtors Outstanding / Cash flow, Statement of Sales/Purchase/WCT Certificate register)
* Fixed Assets accounting and preparation of Fixed Assets Register
* Sending balance confirmation letter to Creditors
* All Bank Payment & Receipts Entries in ERP Package
* Attending & solving queries of Auditors & other department of employees
* Interacting with statutory auditors up to finalization of accounts

**Mahindra & Mahindra Financial Services Ltd**  **From: January 2005 to May 2007**

Accounts Trainee

**Work Profile**

**Responsibilities:**

* Handling full volume of Brokerage & Disbursement payment in Contract Related.
* Cheque printing

**Qualification**

**Bachelor’s Degree in Commerce (B.Com.)**

**University of Mumbai –** Mumbai, India. In 2004

**Other Software Knowledge**

* Tally ERP 9.0, Oracle Software
* Knowledge of MS-Office

**Other Personal Details**

Date of Birth: 27-May-1984

Marital Status: Married