**Shraddha Chandrashekhar Thakur**

***Contact Details:***

***a) Mail ID:*** *shreethakur0120@gmail.com*

***b) Contact No: +91 9930176169***

**Curriculum - Vitae**

## Career Objective:

Would like to work in a challenging environment, where my knowledge & experience will serve as stepping stone for future growth & development.

## Academic Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **College/**  **School** | **University/**  **Board** | **Year of**  **Passing** | **Passing Grade** |
|  |  |  |  |  |
| B.Com. | R.M. Bhatt Nigh College, Parel | Mumbai University | 2011 | 2nd Class |
| H.S.C. | M.D. College, Parel | Mumbai University | 2005 | 2nd Class |
| S.S.C. | R.M. Bhatt High School, Parel | Maharashtra Board | 2003 | 2nd Class |

**Organizational & Corporate Experience:**

* Worked as an Assistant Manager – Finance & Accounts in **Amniveyo Design** (Garment Export)

*(From 1st Oct 2020 to Till)*

* *Worked as an Accounts Executive at Lalco Group (****Tyabji Estates Pvt Ltd****) Managing the Whole accounts of Seven Companies i) V. K Lalco Pvt Ltd , ii)Tyabji Estates Pvt Ltd iii) Lalco InterialsPvt Ltd iV) Lalco Textile V) Lalco Residency Vi) K Lalchand Vii) Kaylal Builders as well directors personal accounts .*
* *(From 11 June 2018 to Sep 2020)*
* *Worked as an Accounts Executive at* ***Source One Group*** *Managing the Whole accounts of Two Companies*

*i) Source One, ii) Source One Synergies Pvt Ltd .*

*(From May 2016 to June 2018)*

* *Worked as an Accounts Executive at* ***Cerovine Healthcare Pvt Ltd*** *Managing the Whole accounts*

*(From March 2013 to May 2016)*

* *Worked as an Administration Executive at* ***Nana Palkar Smruti Samiti*** *Managing the Whole Administration Work*

*(From March 2010 to May 2013)*

**Work Experience / Practical Exposuresincludes:**

**GST:**

* Obtaining Registration under GST and making Amendments in Registration Form (Multi State)
* Making Calculation for Form GSTR 3B, filling of GSTR-1.
* Making Payments of GST
* Reconciling of GSTR-2A & 2B with Purchase register (GSTR 3B)

**TDS & Professional Tax:**

* Preparing / Checking of TDS Working.
* Filing and Making Payments of Quarterly E- TDS Returns.
* Requesting and obtaining of TDS Certificates in Form 16.
* Filling and Making Payments of Professional Tax Returns.
* Preparing an Income tax computation for employees

**Accounts**

* Checking & Recording Sales and Purchase, Credit Notes and Debit Notes Entry.
* Upload the E-Invoice on GST portal.
* Export Documentation require for DHL Booking.
* Reconciliation of Debtors and Creditors Account.
* Bank Reconciliation Statement and Banking Transaction Entry.
* Outward remittance process in HDFC Bank & UBI.
* Inward remittance process with bank online & offline.
* Handling Receipts and Payments, Petty Cash etc.
* Intercompany Balance Reconciliation.
* Daily analysis of contract notes and booking the transactions in Tally & Quicken (Shares trading software) (Lalco Interiors).
* Inventory Management for the Interior business (Lalco Interiors).
* Monthly Calculation of Payroll.
* Checking of daily/monthly Expense of all staff & making payment.
* Paying Petty cash as per voucher & updating cash vouchers on daily basis.
* Prepare Computation & help CA for finalization.
* Answer the Scrutiny received from department.
* Preparation of Offer Letter, Probation Letter and Confirmation Letter of Working Staff.
* Prepare Cash Flow statement.
* Prepare MIS of Outstanding Report (aging wise)

**Computer Skills:**

**Fundamental Knowledge:**

* Working Knowledge of MS Office applications like MS Excel, MS Word & MS-Power Point.
* Maharashtra State Certificate in Information Technology (MSCIT) from Keerti Computers.
* Completed typing examination in English, Hindi and Marathi with a speed 40 WPM

**Exposure to ERP and Accounting Packages:**

* Tally Prime, Tally. ERP 9 & Tally 7.2
* Seral TDS
* Quicken (Share Trading)
* Medica (Accounting software in medical industry)

**Strengths:**

* Quick Learner
* Hardworking
* Belief in success at any period of time
* Result Oriented

**Extra Ordinary Activities, Hobbies & Personal Interests:**

* Trekking
* Dancing
* Listening Music

**Personal Details:**

* Marital Status: Un married
* Nationality: Indian
* Languages Known: Hindi, English & Marathi
* Date of Birth: 20th January 1987
* Permanent address: 408, 4th Floor, Laxmi Narayan Co- Op Chs, N.P. L Marg, Parel Village,
* Parel Mumbai – 400 012.

[[

**Declaration:**

**“I hereby declare that all the information provided by me is factual and correct to the best of my knowledge**

**& belief.”**

Shraddha Chandrashekhar Thakur