**PreetiDattaTagarkhede**

S. No. 175/3/8, Jyotiba Nagar,

Near Shiloh Church,

Kalewadi, Pimpri,

Pune – 411017

Mobile – 8600100873 E-mail: myselfpreeti23@gmail.com

**Career Objective: Looking Forward to a Challenging Career in Accounts.**

**Work Experience**

**Company Name: - Olikara Lighting Towers & Olikara Enterprises**

Working as Accountant

Joining Date: - 15th Jan 2016 to till date

* Creating Sale Bills / Purchase Order/ Performa Invoice/ Quotation for spares & M/c
* Regular Accounting: - Purchase, sales, J. V’s
* Export Sale (Under UT1) & Prepare all custom related document.
* Cash Transactions (Related Petty cash, Cash flow statement)
* Bank Reconciliation & Maintain Records
* Monthly Stock Statement, Stock Valuation
* E-Payment of GST & Monthly Working
* GST Return (GSTR1 & GSTR3B) Monthly
* TDS E-Payment Monthly & Working
* E-Payment of P.T (Professional Tax)
* Monthly Return (Professional Tax)
* Prepare Import Payment & Export payment remittance.
* Debtors Reconciliation on monthly basis
* Preparing of Supplier List as per Payment Terms
* Vendor Payment through online RTGS, NEFT
* Letter of credit as per customer requirement
* Bank Guarantee as per customer requirement
* Co-ordination with C.S related (ROC, DCS renewal, Provide other govt. related data)
* Co-ordination with C.A for E-Payment, self-Assessments tax, advance tax,
* Co-ordination with C.A for Yearly Audit, Finalization.
* Co-ordination with Customer (Related: - Servicing of machines, Payment follow-up)
* Co-ordination with CHA, SHS Govt. related work (Pollution control, Factory Act, Trademark, custom- factory stuffing permission, E seal, EEPC India-RCMC Renewal)
* Co-ordination with sales department for Tender related documents & handle procurement sites for bidding
* Tally A Release 6.5.2

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**Company Name: - V. V Alloys and Mild Steels (Trading Company)**

Working as Accountant

Joining Date: - 26th June 2013 to T 3rd Jan 2016

* Creating Sale Bills (Duty pass on)/ purchase Order, Performa Invoice
* Purchase Transaction (with Inventory)
* Bank through Expenses
* Cash Transaction
* Bank Reconciliation
* Monthly Stock Statement, Stock Valuation
* E-Payment of VAT Quarterly & Working
* TDS E-Payment Monthly & Working
* E- Payment Service Tax Quarterly & Working
* E-Filling Excise Return Quarterly
* E-Payment of P.T (Professional Tax)
* Debtors Reconciliation monthly basis
* Co-ordination with C.A for E-Payment, self-Assessments tax, advance tax,
* Handle, LC opening Documentation and follow-up,
* Collection of form “C” from OMS customers.
* Preparing of Supplier List As per Payment Terms
* Vendor Payment through online RTGS, NEFT
* Handling stock inventory in Tally ERP9

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**Company Name: - S R Auto Parts (ISO Certified), Bhosari – J 348**

Working as Account Assistant

Joining Date: -01stOct 2012 to 24th Jun 2013

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* Creating sale Bills in ERP Tally with ASN on customer website
* Purchase Transactions
* Journal voucher Transactions (labours charges, expenses)
* Preparing bill of exchange (hundi)
* Vendor Payments with Payment Transactions
* Bank reconciliation monthly
* Preparation of bank stock statement (Drawing power working)
* TDS Working, VAT Calculation,

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**Company Name: JayshreeDiecastingPvt Ltd / Pooja Casting Pvt Ltd**

Working as: Purchase/Account Assistant

22nd April 2010 to 31st Sep 2012

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* Creating Purchase Orders As per requirement of Production / quality dept
* Preparing Letter of Credits (L.C)
* Monthly Stock with Opening and Closing
* Day to Day Transaction sale and purchase in Tally Erp
* Bank Reconciliation.

Systems using ERP Easy Solution Software for Purchase order, MMS Software , MS Office, Internet

**Company Name: R R Association (CA Firm)**

Worked as Clerk/Accounts Assistant

20th Oct 2009 till 21st April 2010

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Profile: a. Sales Entries

b. Purchase Entries

c. bank Reconciliation.

d. Journal Vouchers.

Systems: a. Tally 9, 7.5,

b. MS Excel, Word

**Educational Qualification**

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| --- | --- | --- | --- |
| **COURSES** | **BOARD/UNIVERSITY** | **CLASS** | **YEAR OF PASSING** |
| S.S.C | Maharashtra Board | Pass Class | 2004 |
| H.S.C | Maharashtra Board | Pass Class | 2006 |
| F.Y.B.COM | University of Pune | Higher II Class | 2008 |
| S.Y.B.COM | University of Pune | Pass Class | 2009 |
| T.Y.B.COM | University of Pune | Higher II Class | 2010 |

**Other Qualifications:**

ICA (Industrial Computer Accountant)

CIA Course – 1 year Diploma

Specializations: Taxation

Excise

Computer Applications

Import / Export

Ace system

**Personal Details :**

Name: PreetiDattaTagarkhede

Date of Birth: 23rd August, 1985

Marital Status: Married

Mobile Number: 8600100873

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I hereby declare that the above details are correct to the best of my knowledge.

Date : PreetiDattaTagarkhede