**RESUME**

**Name – Devika Kunal Pawar Contact No. -** +91 8655355679

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**Executive Profile –**

* An achievement-driven professional offering over 12 years of experience in managing the entire Finance & Accounts Functions.
* Skilled in managing financial accounting, receivables & payables, preparation of ledger books, bank reconciliation statements and finalization of accounts.
* Strong leader & team player; excellent motivational skills to sustain forward growth momentum while motivating peak individual performance.

**Professional Experience & Career Timeline –**

* Currently working with Bajaj Consultants Pvt Ltd engaged in Financial Consultants & Corporate debt lending from July 2019 as Accountant.

# Work Highlights:

* + Working on Tally 9 ERP,
  + Daily accounting & maintain book of accounts,
  + Ledger reporting,
  + Maintaining investment data in Tally, capital gain report, stock journals,
  + Bank reconciliation,
  + Creation of GSTR3B & 1 report & online/offline return filing, GSTR 2A analysis.
  + GST Annual Report & return filing,
  + TDS payment, report & return filing.

* Previously worked with Railiks Enterprises engaged in Electrical PCB assembly from July 2015 to June 2019 as **Accountant.**

# Work Highlights:

* + Working on Tally 9 ERP,
  + GST sales & purchase entries, ledger creation, receipt-payment, GST computation in tally. Know how to export excel entries to tally software.
  + Daily accounting & maintain book of accounts, sales & purchase of investments entries in tally, calculation of capital gain, stock journals, investments stock, maintaining personal accounts.
  + Bank reconciliation, petty cash.
  + Doing Material procurement, Product costing,
  + GSTR 3B & GSTR 1 working & online/offline return filing, GSTR 2A anaysis.
  + Renewal of letter of undertaking & Refund processing of IGST.
  + Generating of E-way bill.
  + Working & return filing of Professional Tax,
  + Knowledge up to finalization, closing entries, balance sheet, profit & loss accounts, depreciation, computation.
  + TDS Working.
  + Knowledge of Service Tax, VAT-CST, Tax Audit scrutiny.
  + Salaries & administrative work.
* Previously worked with Star Freight Private Ltd & Jasvant B Shah (CHA) Engaged in freight forwarding & logistics from August 2014 to February 2015 as **Account Executive.**

# Work Highlights:

* + Worked on Tally 9 ERP,
  + Handled petty cash & maintaining books of accounts,
  + Prepared Import & Export billing in Tally,
  + Payment of Import Duty & Stamp Duty,
  + Payment of T.D.S & Service Tax,
  + Bank transaction, Document Filing.
* Previously worked with C.S. Diesel Engineering from February 2014 to July 2014 as **Account Assistant.**

# Work Highlights:

* + Worked on Tally 9 ERP,
  + Prepared petty cash book & maintained the same,
  + Sale-Purchase entries, journal, payment & receipt entries,
  + Stock transfer journal,
  + Payment of V.A.T, P.T, T.D.S.
* Previously worked with Kitte Bhandari Eikyawardhak Mandali (Trust) from September 2012 to September 2013 as **Accounts Assistant**.

# Work Highlights:

* + Worked On Tally 7.2 & Tally 9,
  + Worked out Payment-Receipt entries, Sale-Purchase entries, Journal entries, Bank entries etc., in Tally,
  + Prepared Service Tax calculations and worked out in Tally same,
  + Worked out Bank Reconciliation etc. in Tally.

# Education & Certification:

* Graduate in Commerce from Kirti M. Doongursee College, Dadar in 2011-12 with 1st class.
* Completed H.S.C from Kirti M. Doongursee College, Dadar in 2007-08.
* Completed S.S.C from IES. Mahatma Jyotiba Phule Kanyashala, Dadar in 2005-06.

# IT Skills:

* Completed Software & Hardware Diploma from Grand Computer Education Pvt. Ltd, Dadar.
* Software Diploma – MS-Office, Tally 7.2, D.T.P., Web Page Designing, MCSE, CCNA etc.,
* MS-CIT Government Course securing with 83.00%.

# Personal Information:

* Date of Birth – 07/06/1990.
* Marital status - Married.
* Home Address - 1D/1702, New Hind Mill Mhada Sankul,

R.B Bhogale marg Ghodapdev,

Cottongreen (W) Mumbai -400033.

* Languages known – English, Hindi, and Marathi.
* Hobbies – trekking, Reading Books.

# (Mrs. Devika Kunal Pawar)