**Akshata Abhay Kumthekar**

**Email: akshatakumthekar@gmail.com**

**Mobile:** +**91 7709400311**

**Seeking Analytical assignments in the domain of financial accounting and reporting, Corporate Finance and other finance related profile with the leading organisations.**

**SYNOPSIS**

* Last Assignment : Accounts Assistant at V L Jain & Co (Chartered Accountant Firm)
* Previous Assignment: Accountant at Accountant Anywhere Pvt Ltd
* Previous Assignments : Invoice Processing, Accounts Receivable for LB properties, USA Client
* Previous Assignment : Bank Reconciliation of Newzeland Client with Data Provided
* Trained new joiners in team
* Done MBS in finance from IndSearch Institute
* Pass out B’com Degree with First Class

**Skills**:

* Good in handling team members
* Willingness to learn new things with team
* Ability to work in new environment

**PROFESSIONAL EXPOSURE**

**Last Employment:**

**Company: V L Jain & Co (from 24th January 2023 to 21st July 2023)**

**Designation: Accounts Assistant**

**Responsibilities:**

* It’s an CA Firm : Handling Accounts of Various Clients
* Accounts Receivable & Administration Work
* TDS Returns, GST Basic Work, Data Feeding on GST Portal
* Annual Returns making, Statement of Income,
* Tax Audit & Audit Related Work
* Bank Reconciliations, ROC Filing of Form on MCA Portal

**Previous Employment:**

**Company: Accountant Anywhere Pvt Ltd. (from 9th February 2022 to 15th October 2022)**

**Designation: Accountant**

**Responsibilities:**

* Working with USA Client (LB Properties Pvt Ltd)
* Managing Accounts payable & Receivable entries with various projects
* Daily invoice data processing
* Weekly preparation of Timesheet

**Previous Employment:**

**Company: V L Jain & Co. (from 1st June 2021 to 30th October 2021)**

**Designation: Accounts Assistant**

* Bank entries in Tally
* Sales & Purchase Entries in Tally
* Sales Purchase Manually Cheking
* Bank Entries Summary in Excel
* GST Nil Return feeding at GSTR Site
* GSTR entries on GSTR Site
* Auditing Supporting Works

**Previous Employment:**

**Company: Nitin S Ahirrao & Co. (from 24th October 2020 to 29th March 2021)**

**Designation: Accounts Assistant**

* Bank entries in Tally
* Sales & Purchase Entries in Tally
* Sales Purchase Manually Cheking
* Bank Entries Summary in Excel
* GST Nil Return feeding at GSTR Site
* GSTR entries on GSTR Site
* Auditing Supporting Works

**Previous Employment:**

**Company: Accountant Anywhere Pvt Ltd. (from 20th October 2016 to 29th June 2018)**

**Designation: Accountant**

**Responsibilities: Daily, Weekly & Monthly Bank Reconciliation**

* Analysis between Bank Statements and system generated statement of bank accounts
* Solution of mismatches for Bank Statement and system statements
* Making daily entries of bank transactions
* Monthly review of assistant’s work
* Monthly preparation of Timesheet for client
* Monthly Vendor Reconciliation (Based on data provided)
* Continuously focus on process improvements.

**Other Activities:**

* Member of Fun Committee- Event management

**Previous Employment:**

**Company: Creative Tours & Travel Private Limited (from 10th February 2016 to 10th May 2016)**

**Designation: Accounts Assistant**

* Worked in Accounts Payable& Receivable Functions.
* Handling of daily cash book, bank book transactions.
* Left Because of Timing Issue and Transportation Connectivity

**ACADEMICS**

* Master’s in Business Studies (Finance) from IndSearch Institute, Law Collage Road,, Pune University, 2014-2015 with 59.30%
* Post Graduation Diploma in Business Management from IndSearch Institute, Law Collage Road, Pune, 2012-2014 with 56.94%
* Bachelor of Commerce from Marathwada Mitra Mandal collage of Commerce, Deccan, Pune 2010-2012 with 61.75%
* H.S.C from Maharashtra Board, from Marathwada Mitra Mandal collage of Commerce, Deccan, Pune, 2009 with 55.69%
* S.S.C from Maharashtra Board, from Sou. Vimlabai Garware Prashala, Pune, 2007, with 57.69%
* Course of Tally ERP 9.01 from Sharada Centre Tally Institute, Nalstop, Pune

**PROFICIENCIES**

* MS Office
* Tally ERP 9.0
* Open Office

**PERSONAL INFORMATION**

**Date of Birth :** 12thAugust 1991

**Address :** House No. 22, Cannel Lane No. 05, Parijat Colony, Karvenagar, Pune- 52

**Hobbies :** Watching Cricket, Swimming, Listening Music.