TANU RAWAT

Senior Accountant | Mobile no: +91 9867188572

www.linkedin.com/in/tanu-rawat-912604a0

Email Id: Dhimantanu@gmail.com

# Summary

**Seeking a challenging and rewarding opportunity with an organization of repute**

**which recognize and utilizes my true potential and enhance my professional skills with better**

**career growth**

# STRENGTHS

Smart Working

Good Listener

Faster Understanding Skills

Easily Adaptive

Positive Approach

Team Player

# SKILLS

Accounting

Finance

Tally ERP

Taxation

TDS

General Accounting

Accounts Receivable

VAT

GST

Tax Professional

TaxIncome

TaxFinalisation

Bank Reconciliation

# EXPERIENCE

# Current: Hi Tech Thermal Insulations Private Limited (01/2021-Till Date)

**Senior Accountant**

1. Routine Accounting entries relating to sales, Purchase, Payments, Receipts, Debit Notes, Credit Notes, Journal entries on accounting software Tally ERP.

2. Preparing Debit due payments notices & balance confirmations.

3. Keep Record of all staff salary ESIC, PT Calculation, E-Payment.

4. Computation & Online/ Offline Payment of Income Tax, TDS, PT, EPF & GST.

5. Making Online Payments, Fund Transfer, NEFT, Credit Cards / Offline payments by cheque & cash.

6. Salary Processing & Making Payment of monthly salaries and reimbursement of the all employee.

8. Managing daily banking transactions & Performing bank and other ledger reconciliations.

9. Preparing Client Invoices and following up for payments.

10. Calculation of TDS, Professional Tax Returns & doing TDS & PT payments online & filling TDS & PT returns on time.

11. GST monthly return working & filling GSTR-1 & GSTR-3B online within due date.

12. EPF working & payment on monthly basis on Unified Portal.

13. GSTR-9 & GSTR-9C working for audit finalization.

14. Making stock statement on Monthly Basis.

# Baweja & Kaul (Chartered Accountants) (11/2018- 12/2020) Belapur, Navi Mumbai

**Accounts & Senior Finance Executive**

1. Ensure timely Filling of Income Tax Returns, VAT Return, VAT Audit, Accounting & Finalization.

2. GST Return & GST Annual Return filing online on the GST Portal (Like GSTR-1, GSTR-3B, GSTR-9 and GSTR-9C.

3 E-filling of TDS Return.

4 Payment of taxes online for Income tax, GST, TDS, PTRC, PTEC & VAT.

5. Purchase & Sales Bills Booking, Payments, Bank Reconciliations, Petty cash Etc.

6. GST Registration & apply for LUT.

7. Calculate monthly and quarterly GST and checking of GST Accounting, Preparation of GST Challan and online Payment.

8. Organizing and maintaining accurate company accounting records by maintaining cash book, bills, expenses vouchers & preparing balance sheet.

# GRC Consulting Private Limited (10/2014 –03/2016) Belapur, Navi Mumbai

**Accounts & Finance Executive**

1. Involved in the daily overseeing and managing cash and bank entries of the company.

2. Organizing and maintaining accurate company accounting records.

3. Ensure timely Filling of returns-PT, VAT Return, VAT Audit, TDS Return, Income Tax Return, Accounting & Finalization.

4. Overseeing the preparation of tax returns and the books of accounts.

5. Providing advice on tax planning and VAT.

8. Producing expense reports and investigating variances.

# Shoogloo Private Limited (O3/2011 -08/2011) ,New Delhi On Right click company Payroll

**Accounts Executive**

Acted as consulting via an outsourcing accountant services firm; responsibilities included general ledger entries, capital budget preparation, budget variance reporting and strategy development; assess impacts of long-term financing activities, tax sheltering and acquisitions on company leverage and business valuation.

**EDUCATION**

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| --- | --- | --- | --- | --- | --- |
| **EDUCATIONAL BACKGROUND** | | | | | |
| **2011 - 2013** | **Master’s in business administration,**  **(Finance & Marketing)**  SRI SAI UNIVERSITY  PALAMPUR | | **75%** | |
| **2009 - 2011** | **B.COM, CORPORATE**  GGDSD COLLEGE RAJPUR, PALAMPUR | | **60%** | |
| **2007- 2008** | **Higher Secondary Education**  NKSD CHAND PUBLIC SCHOOL GHUGGAR  PALAMPUR | | **66%** | |
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**Current salary: - 3 lakh**

**Expected Salary: - Between 4 to 4.5 lakhs.**

**Last working day: - 15th June 23**

**Work experience: - 6 years 2 months**

**Preferred location: - Navi Mumbai, Thane**