**CURRICULUM VIATE**

POOJA .D. GAONKAR

Add : 01,ground floor,

Sai Parijat society

Manisha Nagar

Kalwa (w)

Thane,

Mumbai – 400 065

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**OBJECTIVE**

Would like to work in Account Department in challenging environment & stimulate my professional & personal progress.

**WORK EXPERIENCE:**

* Randstad Ltd.

Designation –(Back office operator)

(From Aug 2012 – Dec 2013)

* All BackOffice Related Works doing like:-
  + Fill up Customers Credit card forms & Then Maintain excel Entries.
  + Checking the attachment of Document.
  + Co-ordinate with customers on telecom or E-Mail through.
  + Maintaining Attendance & Leave Record in Excel.
  + Every month end prepare a report of every customer.
* Universal Communications Pvt. Ltd.

Designation – (Account Assistant cum back ofc)

(From Jan 2014 –Mar 2015)

* Basic accounts related work in Tally ERP 9& ms office
  + Passing Entries Sales , Purchases ,Payments & receipts
  + Making Payments for Channel Client.
  + Making salary Cheques .
  + Drafting Letter & Prepare Letters
  + Making Sales Bills & Handling Petty Expenses.
  + Attending Phone calls & Handling the Mails
  + Fill up Ro , Training Programme Register& Others forms.
  + Collect the TelecasteCertificate ,Follow up TC Payment.
  + Birla Sun Life & LIC Works Handled Also.
  + Maintaining Attendance & Leave Record in Excel.
  + Co ordinate with accounts for appointment.
  + Maintain all fileing in every day.
  + **Jain & Patel Associates Firm (Account Executive cum office admin)**

**(April 2015 to october 2016)**

* Handling Income tax-like as login, view return,ITR filing & upload ITR,ITR forms downloaded, check refund status ,
* Maintain MCA Site - login, company forms download(inspection).fill up form DIR 11,12,Form ADT 1,MGT 14,search DIN, ROC filing ,Register DSC of directors, company
* master data(finding company n view signatory details n etc,verify DIN/PAN details of director, dsc n pan apply,
* Handling Petty cash n making vouchers in day to day.
* Making Bills ,letter drafting, prepare agreement (AOA,MOA),online banking-NEFT,RTGS, checking all bank statement ,statement enquiry, checking cheque status n stop payment etc.
* Handling word n excel work
* Daily handling all cheques.

* + - * **Bhushan Moye & Associates (CA Firm) – (2016-Dec 2017)**

**Maintain all entries.**

**Making balance sheet.**

**Return ITR filing**

**Handling bank transaction and follow up.**

**Making salary cheques,bills payment.**

**GSTR 3B,2A prepare data.**

**Bank Reconciliation**

* + - * + **Cozmo Travel World Pvt .Ltd (Finance & Accounts dept.)**

**Account Executive (20 Dec, 2017 to till Date)**

* + - * **Top up,Rate updation for visa application.**
      * **All Accounting Entries updation in winyatra software.**
      * **Making invoices for all types of visas.**
      * **Bank Reconciliation.**
      * **Party and vendor Reconciliation.**
      * **GST related audit work, TDS Reconciliation.**
      * **Prepare GST data for vendor.**
      * **Making Vendor payment , follow up, maintain entries.**
      * **Handling petty cash,vouchers.**
      * **Follow up for outstanding.**
      * **Studio 5 India ( Finance Department)**

**Accountant ( Feb 2021 to till )**

* + - * **Daily basis bank entries updating**
      * **Making vendor and client payments ,also update entries.**
      * **Making salary report and update daily basis**
      * **Making salary slips and payment.**
      * **Making invoice for clients.update project master sheet.**
      * **Filing ,outside banking work**
      * **Follow up with vendor for gst payment.**
      * **Tds sheet update and make payments.**
      * **Client bill drafting**
      * **Bank reconciliation**
      * **Check and update tds as per 26 as**
      * **Making GSTR1,GST2B and GSTR 3B data and send to CA.**

## EDUCATIONAL QUALIFICATIONS:

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| **Course** | **Name of the Institute** | **Year** | **Class** |
| B.COM. | Kirti M Doongursee College | Mar-12 | First Class |
| H.S.C. | Kirti M Doongursee College | Feb-09 | First Class |
| S.S.C. | Prabhadevi Secondary High School | Mar-07 | First Class with Distinction |

* SKILL SET:
* Tally ERP 9
* MS-Office
* Advance Excel
* Typing English WPM 30,40 & Marathi WPM 30

**PERSONAL INFORMATION:**

Date OF Birth : 16thJUNE 1992

Marital status : unmarried

Language Known: English, Marathi, Hindi

**DECLARATION:**I hereby declare that the above information is true to the best of my knowledge and belief.

**Date:-**

POOJA D. GAonKAR