**HEMALI KALPESH UTTEKAR**

+ 7718850646– hemali.naik349@gmail.com

**OBJECTIVE**

To work in an environment where my potential can be fully tapped and developed further for the betterment of everyone.

**ACCOUNTS SKILLS**

* Auditing
* Analyzing data

**LATEST PROFILE**

**JANUARY 2015 TO TILL DATE**

* Company : OILTECH LUBRICANTS PVT LTD
* Designation **: ACCOUNT EXECUTIVE**
* **Major Responsibilities:**
* Account transaction handling day to day operation (reconciliation, repayment schedule, cheques, NEFT, Allocation of fund)
* Recovery from B2B
* Bank position maintaining relationship with Bankers for Loan and daily operation of organization
* Taking care of client service including handling queries and complaints related to documentation
* Preparing and checking Invoice
* Debtor, creditor mis report preparation
* E way Bill preparation
* Ratio Analysis
* Finalize GST return with calculation and payment
* TDS & TCS calculation and payment
* Salary & Wages calculation
* Bank position
* Account analysis regarding different charges, penalties
* Managing fund flow.
* Account receivable and payable
* Preparing and Attending Audit Assessment

**May 11 – Dec 15**

* Company : RELIANCE ORGANIC
* Designation **: ACCOUNT ASSISTANT**

**Major Responsibilities:**

* Account transaction handling day to day operation (reconciliation, repayment schedule, cheques, NEFT)
* Taking care of customer service including handling queries and complaints related to documentation
* Preparing Invoice
* Debtor, creditor mis report preparation
* VAT calculation
* TDS calculation
* Salary & Wages calculation
* Bank position
* Preparation and presentation of reports(MIS)
* Account analysis regarding different charges, penalties
* Follow up for Payments and Form “C”

**June 2009 – Sep 2010**

* Company : Swar Televentures Pvt ltd
* Designation **:** Junior Account Assistant

**Major Responsibilities:**

**AUDITING & RECONCILIATION**

* Providing solutions & responses to Customers on queries regarding invoices.
* Daily Preparing of all Challans, work order, Quotations.
* Ledger reconciliation of client
* Stock reconciliation of company
* Checking outwards & inwards on daily basis
* Experience in handling all India level accounts Receivable transaction.
* Auditing & monitoring of daily report as per transactions.
* Analyzing sundry debtors list of the company
* Checking the invoices of clients as per material statement
* Making comparative statement.
* Auditing of all purchase invoices.
* Bank Reconciliation

**Additional Work**:

* Preparing Quotations
* Measure material quantity to given project

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **University** | **Year of Passing** | **Grade** |
| B.Com | Nagindas Khandwala College | Mumbai University | 2009 | Second Class |
| H.S.C | Nagindas Khandwala college | Mumbai University | 2006 | First Class |
| S.S.C | Sheth N.L High School | Maharashtra Board | 2004 | First Class |

**Subject of Interest:**

* Learning new skills.
* Listening music

**PERSONAL PROFILE**

Date of birth : 8th June 1989

Nationality : Indian

Marital status : Married

Permanent Address : Chamunda Niwas, room no 4, P.G.Road

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**Computer skills**

* Microsoft word
* Microsoft Excel
* PowerPoint
* Internet
* Tally ERP 9

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**(HEMALI UTTEKAR)**