**Curriculum Vitae**

# Nutan Sitaram Shigwan Mobile: 9619335319 Email ID:[nutan.shigwan1995@gmail.com](mailto:nutan.shigwan1995@gmail.com)

603,C wing, Sai Datt Cop Op Hsg Soc,Dr S S Rao Road,

Tavripada, Lalbaug

Mumbai-400012

**Career Objective:**

To be a part of an organization that provides an opportunity to explore my capabilities and provides an environment conducive for personal and career development.

**Personal Information:**

Name : Nutan Sitaram Shigwan

DateofBirth : 1st January,1995

Gender : Female

Status : Married

Nationality : Indian

Religion : Hindu

Language Known : English, Hindi, Marathi Hobbies : Dancing, Reading.

**Education Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| Exam Year | Exam Stage | University | Percentage/ Grade |
| 2016-17 | T.Y.Bcom | Mumbai | FIRST CLASS |
| 2011-12 | H.S.C. | Mumbai | SECOND CLASS |
| 2009-10 | S.S.C. | Mumbai | FIRST CLASS |

**P rofessional Experience:**

# [Ex-Employer: Crown Consultants Pvt Ltd,Mumbai] May.2015– June.2018

**[Account Assistant]**

# [Ex- Employer: Payal Impex,Mumbai] July.2018 to Dec.2020 [Accountant]

**[Ex- Employer: Aditya Jyot Eye Hospital Pvt Ltd] Jan.2021 to Oct.21**

**[Accountant]**

**[Current- Employer: Navicom Technology International Pvt Ltd]Oct.2021 to current date**

**[Accounts executive]**

# Work History & Responsibility:

* Perform Monthly Goods and Service Tax (GST) & TDS Calculation. And payment of such tax every month
* 26AS reconciliation
* Foreign remittances, and inward acceptance entries and shipping bill and BoE settlement
* Out and Out transactions settlement
* Bank guarantee preparation and cancellation, amendments etc
* Perform day to day transaction entry in tally on regular basis. (Such as sales, purchase, journal vouchers, Contra Entry, taxation entries etc.)
* Doing Bank Reconciliation in Tally and Manually.
* Doing all Bank Related work. (Such as preparing Cheques, Depositing, NEFT, RTGS, documents preparation etc.)
* Deals with all Customers & Vendors query, issues and requests related to taxation payments etc.
* GSTR-2A reconciliation
* Monthly maintaining of Payroll Accounts. (Compute the total amount of salary payable to the employees of the organization.)
* Solving the queries of auditor
* Support Auditor for conducting Internal Audit of the organization.
* Prepare Cash Flow Statement of the Firm to know the Cash Flow of the Firm.
* Creating good Business Relation by Co-coordinating with Vendors and Customer.
* Preparing Sales and Purchase Invoice in Tally.
* Regular follow up with Customers for payment and details.
* Receiving & Processing all Invoices, expense forms and payment requests.
* Handling petty cash.
* Execution of KYC of Clients.
* Perform all Administration duties.
* Managing the team for work
* Schedule the work assign the work to junior to complete on time
* Solving errors if any

# Computer Knowledge:

* Knowledge of Microsoft Office. (Word, Excel, PPT. &Outlook)
* Knowledge of TallyERP-9.
* Proficient in computer operations
* Internet Proficiency

# Key Skills:

Email Processing.

* Ability to learn new software applications.
* Ability to communicate effectively.
* Time management skills.
* Reliability
* Independent
* Honest
* Hardworking

I hereby declare that the above details are correct & true to the best of my knowledge & belief, it would be pleasure working in your firm.

Date:

Place: Mumbai

# (Nutan Sitaram Shigwan)