# **Jyothi.Shetty**

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**--------------------------------------------------------- Summary -----------------------------------------------------**

Experienced Accounting Professional with 13 years of expertise in listed skills . Independently handled upto finalization from data entry to assisting in scrutiny . Got opportunity to explore into HR and admin department since last 7 years alongside my Accounting Responsibilities .

**----------------------------------------------- Educational Qualification ------------------------------------**

* B.Com from Model College , Dombivli . – 73 %

( Year of Passing – 2009 )

* HSC from Model College , Dombivli . – 68 %

( Year of Passing – 2006 )

* SSC from St.Mary’s Eng. High School ,Dombivli. – 56 %

( Year of Passing – 2004 )

**--------------------------------------------------------------- Skills -------------------------------------------------------**

**✓Tally ERP 9. ✓AR & AP ✓TDS. ✓Finalization**

**✓MS-Office. ✓Data Entry. ✓GST. ✓Recruitment**

**✓PowerPoint ✓Operational MIS. ✓Budgeting. ✓Presentations**

**--------------------------------------------------------- WORK EXPERIENCE** **-------------------------------------------**

**Currently working with S.N & Co. ( CHARTERED ACCOUNTANTS ) as Senior Taxation Executive since 21st march 2022.**

| **B.J.Mehta Architectural Structural Consultants Pvt ltd , Kandivali - Accountant cum Admin - Feb 2021 to Mar 2022**  Reason for Change - For Better Opportunity . |
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| **Shah Agro Pipes & Fittings Pvt Ltd. , Borivali – 2 years – Accountant**  Reason for leaving - Company's director shifted to USA and decided to close mumbai office. |

**Ami Riddhi Chem Pvt Ltd. , Borivali – 3.5 years – Accountant cum HR Manager**

Reason for leaving - Got an opportunity to Single handedly manage the Accounting in Shah Agro , which I had never done before.

**Piri Electrols Pvt Ltd., Wadala – 5.5 years – Account Executive cum HR execuitve**

Reason for leaving - Got married and shifted to Nalasopara , and travelling to wadala daily was not possible from dombivali.

**Accounts & HR / Admin :**

* **Accounting & Taxation Work.**
* **Filing of ITRs and Preparing Computation of Income.**
* **Audit & Finalization Of Trusts , Pvt Ltd and LLP.**
* **Charity Annual Filing with Charity Commissioner.**
* **Prepared Balance Sheet and Profit & Loss Statement.**
* **Handled Trust's Filings and Issuance of Utilization Certificate Against grants**
* **Tds Working , Payment & Return**
* **Gst Working , payment & Reconcilliation**
* **Tally entries -Quotations , Purchase Order , Sales , Purchase, Payments , Receipts , Tds booking n payment, Bank Reconcilliation, Adjustment entries during finalization**
* **Stock Statement maintenance and submitted to bank monthly with outstanding details of Bills Receivable and Bills Payable**
* **Ledger Confirmation quarterly done**
* **Prepared cashflow n fundflow**
* **Budgeting on Quarterly basis and Operational MIS**
* **Handled Internal audit quarterly**
* **Registration for form 10a for trustee clients**
* **Loan Application documents preparation n submission**
* **Export & Import Documentation**
* **Inward and Outward Remittance Procedures independently handled**
* **Independently handled whole accounting and handled audit , solved queries and finalised with our CA and their team.**
* **Corporate mails, conferences, Exhibitions**
* **Handled director' personal accounts - LIC, PPF, Investments, Payments, Receipts , Loans - Unsecured etc..**
* **Worked as assistant to director too in past.**
* **Personal ITR filed**
* **Prepare correspondence, forms, manuals, schedules, contracts, and reports as and when required by the management.**
* **Prepare recruitment and new-hire packets.**
* **Initiate and maintain physical and computerized departmental files for all employees and applicants including verification of completeness of files.**
* **Responsible for online application process, including verifying completeness of files, sending acknowledgement mails, and notifying those not selected for employment.**
* **Assist with the purging of inactive HR records.**
* **Post job vacancies on district and Region websites along with various other professional/educational websites as applicable.**
* **Maintain confidentiality of information.**
* **Other duties as assigned.**
* **Disseminates information to administration, staff, and the Cooperative that increase effective practices and communication.**
* **Provides ongoing communication in between the management and the team on matters of policy, and all benefit programs and other necessary topics.**
* **Working directly with new staff hires to complete all paperwork necessary.**
* **Updates the staff database and maintains accurate staff lists.**
* **Maintains staff files in an updated and orderly manner including the activation of new staff files and deactivation of records.**
* **Works directly with Technology consultants on any email additions/changes/problems.**
* **Performs other duties too as assigned by Directors .**

Also have worked as ***Freelancer HR Recruiter*** with Rann Management and Integrity Solutions for 2 years

**PERSONAL DETAILS** :-

| D.O.B | 07.07.1989 |
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| Marital Status | Married |
| Languages Known | English , Hindi, Marathi , Tulu (Fluency – 100 % in all these languages ) , Gujrati , Kannada |
| Hobbies | Upgrading Knowledge , Singing, Cooking, Exploring new places and outings . |

I assure you that I shall work to the best of abilities if entrusted with responsibilities.

Place : Mumbai

Date :

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**Jyothi Shetty**