# CURRICULUM VITAE

Mobile: 9664207244

**KAVITA HEMANT KADAM** E-Mail: c.kavita11@gmail.com

**CARRER OBJECTIVE**

To secure a responsible and challenging position in an organization where each assignment enriches knowledge & experience and adds leverage to owns potentials giving utmost job satisfaction.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| Qualification | University/Board | Institute | Year | Percentage | Class |
| PGDFM | Mumbai | Welingkar Instiute of Management | Pursing |  |  |
| PGDBA | Mumbai | Welingkar Institute Of Management | 2020-2021 |  | 2nd Class |
| B.Com(A&F) | Mumbai | N.G.Acharaya & D.K Marathe College Of Arts,Science & Commerce | 2010-2011 | 71.16% | 1st Class |
| H.S.C | Mumbai | S.N.D.T | 2007-2008 | 67.16% | 1st Class |
| S.S.C | Mumbai | S.T Joseph’s High School | 2004-2005 | 47.66% | 2nd Class |

**COMPUTER KNOWLEDGE**

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| Operating Systems | Microsoft Windows (All versions) |
| Application Software | **CA OFFICE** (Income Tax),(MS-Excel, MS-Word, MS-PowerPoint Advance Excel) |
| Accounting Packages | Tally ERP 9, SAP |

* Completed Typing Skill Course 30 Words Per Minute (English)
* Completed Typing Skill Course 40 Words Per Minute (English)
* Completed MSCIT

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| **PROFESSIONAL EXPERIENCE:** |

* **December 2022 to Till Date**

**Enermech India Pvt Ltd**

*Designation- Senior Accounts Executive*

*Work* area- Payable, Receivable, Income Tax, GST, TDS, Salary Payroll, Inventory & Various Monthly Report to Management.( All direct & indirect taxes)

* **Sept 2020 to December 2022**

**FRSH Ventures Private Limited**

*Designation- Executive Finance & Accounts*

*Work* area- Payable, Receivable, Income Tax, GST, TDS, Salary Payroll, Inventory & Various Monthly Report to Management.( All direct & indirect taxes)

* **June 2013 To December 2018**

**Contract Resources Petrochem Services India Pvt Ltd from (Cr Asia India) (Multi National Company)**

*Designation- Sr. Account Executive*

*Work* area- Income Tax, GST, TDS, Service Tax, Excise, VAT & Various Monthly Report to Management.( All direct & indirect taxes)

* **June 2011 To May 2013**

**Samir Bhagat & Co. (A CA Firm. Dadar, Mumbai)**

*Designation* - Account Assistant

*Work* area – Maintaining Books Of Accounts, VAT & TDS Return, Audit of Pvt Ltd Co & Trust.

**WORK EXPERIENCE**

* **Worked as an Executive Finance & Accounts with FRSH VENTRUES Private Limited September 2020 To Till Date**

**Job responsibilities:**

* Maintaining day to day accounts.
* Handling purchase entry & Sales Entry in SAP
* Handling Clients payments & outstanding with reconciliation.
* (Doing Online payment to clients (Vendors & Sub Vendors)

Checking the bill status

* Bank Reconciliation.
* Handling Monthly GST calculation, Payment & their Return.
* Handling TDS calculation, Payment & their Return.
* Handling Salary Payroll process with their payment.
* Handling Monthly books closer procedure with all MIS.
* Handling Bills receivable and their follow-up.
* Checking reimbursement of all employees according to the company policy.
* Handling Inventory details with Inward & Outward Register.
* **Worked as an Sr. Accounts Executive with Contract Resources Petrochem Services India Pvt Ltd from (Cr Asia India) (MNC) June 2013 To December 2018**

**Job responsibilities:**

* Maintaining day to day accounts.
* Handling purchase entry & Sales Entry
* Handling Clients payments & outstanding.
* (Doing Online payment to clients (Vendors & Sub Vendors)
* Checking the bill status for payment.
* Bank Reconciliation.
* Handling Monthly Service Tax & E Payment of Service Tax.
* Handling Service Tax Returns
* Handling Monthly T.D.S.& E Payment of T.D.S.
* Handling T.D.S Returns.
* Handling GST Working & Payment
* Handling day to day Banking functions
* (Preparing Bank Guarantee, Demand Draft, Salary cheque, Online payment of custom duty)
* Preparing Monthly Income & Expenditure Statement.
* Handling Petty cash(Indian Rupees & Foreign Currency) including all petty cash entries.
* Assisting in Audit.
* Finalisation of Accounts
* Monthly Working on Statutory Dues (i.e. PF,ESIC & PT)
* & Making Statutory Payments.
* Working On Foreign Remittance & making payment to Foreign Parties
* Handling with Site Payments & Expenses.
* Preparation of Company Tax Audit Report (3CD)
* Co ordination with Project Incharge for gate pass, materials, payment of subvendors
* Contract Resources Petrochem Services (i) Pvt Ltd – 3Branches In India(Verification of Entries & Tallying Monthly)
* GST Registration, GST Payment & GST Return
* **Worked as an Account Assistant with Samir Bhagat & Co from June 2011 To May 2013**

**Job responsibilities:**

* Maintaining Books of Accounts of Individual and Company,
* Preparation of Balance Sheet and Profit & Loss A/c, Bank Summary, on Excel Sheet
* Preparation & Filing of Income Tax Returns of Individuals (Business & Salary)
* Accounting of Purchase & Sale.
* Audit of Pvt. Ltd Co & Trust.
* Audit of Co-op Societies.
* Audit of Inventory of Company.
* Independently Handling Petty Cash A/c
* Preparation of bank reconciliation.
* Looking after Statutory dues such as P.F./P.T./ESIC (calc, e-pay etc.)
* E- Payment of TDS
* E – Return of TDS
* Computation of Service Tax Liability on Monthly, Quarterly Basis.

**PERSONAL DETAILS**

**Name** : Kavita Hemant Kadam.

**Husband Name** : Hemant Ganpat Kadam

**D.O.B** : 19th April, 1991.

**Residence Address** : Flat no. 304, 3rd Floor, Katariya Co-op SOC,

Opp. New Model Cinema,

New Mill Road, Kurla (West),

Mumbai – 400070.

**Marital Status** : Married.

**Languages Known** : English, Hindi & Marathi.

**Hobbies** : Listening to Music & Reading Books.

**I hereby declare that all above information given by me is true as per my knowledge. I hope you will give me an opportunity to work under your esteemed organization. Sincerity, hard working & honesty are the assets, which I can offer as collateral.**

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Kavita H Kadam