

**Netra M kale**  
**Netra\_ca@yahoo.co.in**  
**Phone : (+91) 9579068393**

---

## **Professional Summary**

---

- 4+ years of experience in accounts Mainly in Infrastructure's Project, Proven ability to Deals with Govt. Departments, Managed accounts for construction BOT Road projects and TOT projects.
- Having experience in accounts for all the stages of Infrastructure based projects, currently working for Corporate Office , BOT and EPC projects.
- Deft in organizing, interpreting and communicating ground information to facilitate the decision making process of the top management for smoothly execution of projects.
- Reporting of Daily/Monthly/Quarterly divisional and corporate Performance to the DGM.
- A dept in handling sales coordination, Purchase, vendor management and team management activities.
- Skilled in effectively managing documents for streamlining systems to facilitate achievement of organizational objectives and ensure profitability of operations.
- A keen communicator with excellent relationship management skills with all stakeholders.

---

## **Core competencies**

---

### **Accounts & Finance**

- Issuing and checking of Credit notes and Debit notes.
- Responsible for Closing Accounting Books Monthly & Quarterly Basis & get them audited on quarterly basis.
- Attend and coordinate with our internal and external auditors.
- Responsible for properly funding the Project circle and look after the vendor payments.
- Bank accounts reconciliations, e- Banking payments & other.
- Computation of Monthly TDS and monthly Challan, GST Payments
- Finalization of Accounts
- Look after day to day Activities of Accounts like bills passing, Accounting entries like Journal Vouchers, Purchase Vouchers, Cash Vouchers, and All Books of entries.

### **Legal and Statutory Compliance**

- Preparing and maintaining relevant documents such as letters, notices and reports.
- Synchronizing with various departments like sales & marketing, HR, shipping dept., etc. for seamless operations.

### **Cost Control and Administration**

- Cost of the raw materials should not exceed the budgeted cost.
- Maintain administration cost within the budget.
- Ensure that proper housekeeping & administration.
- Attend market complaints.
- Maintain miscellaneous operational expenses at budgeted levels.

---

## **Work Experience**

---

- **August 2017 to till date: Ashoka Concessions Ltd. as Junior Accountant**

- Handling All type of accounting entries in SAP Hana Fico Module
- Handling Accounts & Finance functions of the unit, Bills Accounting – Purchase and Subcontract
- Preparing, checking, payments for all types of vouchers, Preparation of cheques and bank Documents.
- Releasing of payments after checking bills/ approvals from Corporate Office, Payments follow up, execution of Orders.

- Maintain day-to-day financial control of the service within budget heads and ensure that all finances are properly administered & monitored.
  - Infrastructure & Vendor Management, Inventory & Supply Chain Management.
  - Statutory Compliances Project Administration.
  - Purchase Order & Payment Processing for Vendors.
  - Handling various commercial activities of the unit
  - Day to day cash book maintaining.
  - Deal with Internal & External auditor.
- **From May2015 to July 2017: M/S K D Saindane & Co. (Chartered Accountants) as accounts executive**
  - **From August 2011 to October 2014: SSK & Co. (Chartered Accountants) as a article assistant**
- E-Filing of returns of Individuals, Companies
  - Filing of ETDS Quarterly Regular and Revise and GST Returns
  - Handling Letter Income Tax authorities as reply to their notices
  - Computation of Income Tax of individuals
  - Preparation/Finalisation of financial statements
  - Accounting work including preparation of vouchers, generating invoices,
  - Maintaining statutory records and its accounting ledgers

---

## Academic Details

---

- **ICWA Inter I Group Cleared.**
- **DTL from Pune University in 2016, "60.00%"**
- **GDC&A from Pune University with Higher Second Class , "58.00%"**
- **M Com from Pune University with First Class in 2013 , "60.00%"**
- **B Com from Pune University with Second Class in 2010, "55.53%".**

---

## Computer Proficiency

---

- SAP HANA FICO Module
- Tally ERP9
- Taxbase & ETDS wizard
- Working Knowledge in Microsoft Office
- Compulsory computer training 100 hrs completed held by ICWAI
- Having ability to learn new software

---

## Personal Dossier

---

Date of Birth	:	03 <sup>th</sup> July 1990
Permanent Address	:	Shripat Nagar, Bhadgaon Road, Chalisgaon Dist Jalgaon
References	:	Available on request

---

☎ 9579068393 ✉ [netra\\_ca@yahoo.co.in](mailto:netra_ca@yahoo.co.in)