

Name: Chaitali Subhash Gaikwad

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OBJECTIVE:

To be a constant learner and to put the worthy efforts in exclusive working environment for becoming an asset for an organization with contributing creative and consistent hard work in the stream of accounts. To contour a career with leading corporate environment with committed and dedicated people as a team where I can combine my creativity and interpersonal skills to explore myself and becoming a part of country's growth and development. Excellent communication and problem analyzing and solving skills. I am goal oriented and always aim to success with my group and for the organization I am working.

STRENGTHS:-

Excellent interpersonal skills, organized, professional working, co-operative and Hard working
Trustworthy Meet deadlines, goal directed, strong on follow-up, completing work on time.

CAREER HISTORY

Satec Envir Engineering (I) Pvt. Ltd

Accountant Executive - Dec 2016 to Present.

WORK PROFILE :-

Computerized entry of Sales Invoice, Purchase Bill, Receipt & Payment in Tally ERP 9.
Handling BRS & Correspondence with banker.
TDS Working.
Making payments cheque & RTGS.
Online TDS Payment. VAT Payments.
Vendor Ledger Reconciliation.
GST Working, Returns, Payments.

Brilliant International LLP – Govt. Recognized Export House

Accountant Assistant – Mar 2015 to Nov 2016.

WORK PROFILE :-

Computerized entry of Sales Invoice, purchase bill, receipt & payment in tally ERP 9.
Computerized Purchase Bill, receipt & payment in tally ERP9.
Handling of BRS & Correspondence with banker.
Scrutiny of Ledger & payment follow up with debtors.
Handling of Petty cash in Excel & Tally ERP9.
TDS Working, VAT Working.
Handling of dispatch of material in co-ordination with logistic partner.
Solving customer complaint, queries & preparation of sales order.
Downloading payment report from the site & Adjust payment against invoice.
Making payments cheque & RTGS.
Online TDS Payment.

Venus Industries Jalgaon – Dec 2013 to Feb 2015.

WORK PROFILE :-

Computerized entry of Sales Invoice, purchase bill, receipt & payment in tally ERP 9.
Handling of BRS & Correspondence with banker.
Payments follow up with debtor & handle the supplier query.
Scrutiny of Ledger & Balance confirmation with debtors.
Handling of Petty cash in Excel & Tally ERP.
Preparation of Purchase order, sales order, quotation.
Pending C – Form follow up.
Assist manager day to day account work & during the time of Account finalization.
Handling manufacturing Entries (BOM).

COMPUTER QUALIFICATION

Tally ERP9.
Knowledge of MS Word, Excel, Powerpoint, Internet.

ACADEMIC CREDENTIALS :

Matriculation from Nasik Board (Year 2009).

Intermediate from Nasik Board (Year 2011).

BCOM in ACCOUNTS from North Maharashtra University (Maharashtra) (Year 2015, agg. 67%).

PERSONAL DOSSIER:

Father's name : Subhash Gaikwad

Date of birth : 05/09/1993.

Address : 8/1 Dattani Nagar, S.V Road Boriwali West

Pin code : 400092

Languages : Marathi, Hindi, English.