

Priyanka Burunkar

Accounts Manager

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Jogeshwari, Mumbai

Skills

- Account reconciliation
- Accounts Receivable
- management Invoicing
- Month-end reporting
- Cash handling
- Month-end accounting
- Financial reporting
- Payroll processing
- Tax compliance knowledge
- Audit coordination
- Billing and reconciliation
- Accounts payable
- processing Management
- reporting Budget
- review Payment collection
- Payment Processing
- Communication Customer relations
- AP and AR management
- Mobile payment technology

Extra Curricular

Cooking, Dancing & Learn new things

Language

Marathi
English

Summary

Results-driven Senior Accountant with over 10 years of experience in financial management and accounting operations. Holds a Bachelor's degree in Commerce, with hands-on expertise in Tally Prime and Zoho Books. Proficient in GST & TDS compliance, invoicing, billing, payments processing, and bank reconciliation. Demonstrated strength in event budgeting, staff salary management, and effective coordination with clients, vendors, and internal teams. Possesses working knowledge of account finalization.

Recognized for consistently maintaining accuracy and timeliness in financial reporting and for streamlining processes to boost efficiency. Adept at building and nurturing strong client relationships and collaborating across departments to support business objectives.

Education

Saskardham College , Mumbai University

B.Com - Commerce, CGPA: A Grade
Mumbai

Mar 2014

Experience

Eventtel

Senior Accountant

Oct 2024 - 31st Aug

- Managed sales and purchase bookkeeping entries efficiently.
- Executed comprehensive bank reconciliation to maintain precise financial records.
- Executed payment transactions and documented receipts.
- Generated client sales invoices.
- Administered petty cash transactions.
- Streamlined TDS filing process with enhanced efficiency.
- Compiled and filed GST data for 3B & GSTR 1.
- Chased overdue payments and distributed invoices for up-to-date accounting.
- Reviewed and resolved issues to reconcile cash balances daily.

Sound and Vision Studios Pvt Ltd

Account Executive

May 2023 - Sep 2024

- Oversaw financial transactions for sales, purchases, and artist payments using Tally and Zoho.
- Facilitated preparation of purchase orders and executed bank reconciliations.
- Oversaw TDS documentation with precision.
- Structured GSTR information and submitted GST returns efficiently.

K C Jewellery

Senior Accountant

Oct 2021 - Feb 2023

- Oversaw daily accounting operations encompassing sales, purchases, accounts receivable, and accounts payable.
- Compiled Bank Reconciliation Statement for management submission.
- Oversaw petty cash transactions and payments for EPFO, ESIC, and PT.
- Executed monthly GST and TDS calculations ensuring timely submissions.

- Facilitated essential support throughout internal and external audits.
- Oversaw financial transactions with precision.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
- Reviewed and reconciled bank statements, ensuring all financial transactions were accurately recorded.
- Generated monthly MIS data for analysis.

KPRM Solutions

Accounts Executive

Feb 2021 - Sep 2021

- Oversaw daily accounting records via Tally.
- Managed preparation of bank reconciliation statements and executed account reconciliations.
- Oversaw journal entries for sales, purchases, and income & expense invoices using Tally.
- Managed preparation and calculation of GST and TDS returns for monthly and quarterly periods.
- Expertise in managing taxation processes for TDS, GST, and ITR return submissions.

F5 Advertainment

Senior Accountant

Jul 2016 - Jan 2021

- Organised and completed customer and expense invoices, dispatching payment requests to vendors.
- Executed travel, hotel, and flight arrangements for GSK & HUL events.
- Administered monthly payroll for employees.
- Oversaw petty cash handling with a focus on daily Cash Suspense settlement.
- Cultivated strong relationships with stakeholders, encompassing customers, vendors, and auditors.
- Compiled detailed event documentation.

Certifications

MSCIT
Marathi & English Typing
Tally

DOB: 14/04/1993