

Curriculum Vitae

Pooja Ashok Gaikwad

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PROFESSIONAL SUMMARY

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

Offers the following expertise:

- Working knowledge of MS Office with a strong level of proficiency in Excel.
- Administration of accounts receivable and accounts payable.
- Efficient maintenance of the integrity of general ledger accounts.
- Preparation of accurate financial accounts and reports to comply with accounting principles and practices.
- Able to accurately gather, interpret and analyze financial data.
- Proven ability to quickly learn and use new technologies and tools.

PROFESSIONAL EXPERIENCE

- Currently working as **Accounts Executive** at **Suebel Seals International Pvt. Ltd.** since 01 March 2022 to till date.
- Worked as **Accounts Executive** at **Spareage Sealing Solutions LLP** since 22 May 2019 to 28 Feb. 2022.
- Worked as **Accounts Executive** at **M.A Chavan & CO. (CA Firm)** since Oct 2016 to 05 May 2019. **[2 Years 8 Months]**

QUALIFICATION

- **M.Com** from Mumbai University in year 2021 **(66%)**.
- **Bachelor of Accounting & Finance** from Mumbai University in year 2016. **(67%)**
- **HSC (Commerce)** from Maharashtra Board in 2013. **(71%)**
- **SSC** from Maharashtra Board in 2011. **(81%)**

SKILL SET

- XERO Software (UK Accounting)
- Tally ERP 9
- MS-CIT
- Advance Excel
- SAP Business one 10.0
- SAP Business one Hana
- English Typing – 30 wpm
- Marathi Typing -30 wpm

WORK EXPERIENCE

1 Organization: Spareage Sealing Solutions LLP/ Suebel Seals International Pvt. Ltd. (Sister Concern of Spareage Sealing Solutions LLP)

Job Description: Working in software Advance SAP 10.0

- Prepared and presented Weekly MIS Reports for senior management (Vendor Aging Report, Customer Aging Report, Vendor Advance Report)
- Performed bank reconciliations by matching transactions in the general ledger with bank statements.
- Calculated and prepared monthly and quarterly **GSTR-3B** and **GSTR-1** returns, ensuring timely and accurate filing in compliance with GST regulations.
- Conducted monthly **GSTR-2A** reconciliation with the **Purchase Register**, ensuring that input tax credits were accurately reflected and aligned with supplier invoices.
- Reviewed and verified supplier data to ensure consistency between GSTR-2A details and purchase records, identifying discrepancies and addressing them promptly.
- Coordinated with vendors and internal teams to resolve mismatches or errors, ensuring smooth and timely GST compliance.
- Assisted in updating and maintaining accurate records of GST paid on purchases, facilitating accurate return filings and avoiding potential issues with tax authorities.
- Generated reports to monitor the status of reconciliations and to ensure proper documentation for future audits and returns.
- Calculated monthly **TDS** (Tax Deducted at Source) on various payments such as salaries, contractor payments, rent, and other eligible expenses as per tax laws.
- Ensured timely **TDS payment** to the government by adhering to due dates and avoiding penalties for delayed remittances.
- Performed **TDS reconciliation** by matching TDS deductions with the company's records and filings, ensuring accuracy and completeness.
- Performed ledger scrutiny on a regular basis, ensuring the accuracy and integrity of all financial records.
- Processed **AP invoice entries** in **SAP** for **purchase expenses, credit expenses, Labour costs**, and other accounts payable transactions.
- Managed **daily payment transactions**, ensuring timely and accurate processing of vendor payments, employee reimbursements, and other financial obligations.
- Prepared and filed **15CA** and **15CB** forms for foreign payments in compliance with Indian tax regulations.
- Ensured proper documentation and verification of payments to non-resident entities, including

- reviewing payment details and verifying tax compliance.
- Handled **assessment orders** and **notices** received from tax authorities, ensuring timely and accurate response in accordance with applicable laws.
 - Proficient in Xero Accounting Software for managing financial transactions, creating invoices, and generating financial reports.
 - Experienced in reconciling bank accounts, managing payroll, and tracking expenses using Xero.
 - Expertise in preparing month-end and year-end financial reports, ensuring accuracy and compliance with accounting standards.

2 Organization: M.A Chavan & CO. (CA Firm)

Job Description: Working in software Tally ERP 9.

- Maintaining Accounts in Tally.
- Monthly TDS calculation and Payment.
- Making Purchase & Credit Expenses, Sale Invoice entry, etc.
- Preparing Invoices in Tax base Software and sending to client.
- Banking Transactions i.e. payments, bank reconciliation on daily basis.
- Issuing Cheques, online RTGS / NEFT.
- Statutory Payment and Compliance including Service Tax return, TDS Return, PT return, Vat Return, LBT return.
- Attending Vat Assessment
- Calculation of GSTR3B, GSTR1 and return filing
- Making GSTR2A reconciliation.
- Checking Cash Vouchers & Entries.
- Internal Vendor Reconciliation & Journal Entries.
- Filling Profession Tax returns.

PERSONAL PROFILE

Date Of Birth	27 th April 1995
Gender	Female
Languages Known	English, Hindi, Marathi
Nationality	Indian
Marital Status	Unmarried

I hereby declare that all the information furnished above is true to best of my knowledge and belief.

Date: _____

Place: THANE

Pooja Ashok Gaikwad

