

# *Resumé*

# *Darshana Khedekar*

## **Contacts Details**

□ : 9920842333 / 9322842333  
 Email: [darshanakhedekar2010@gmail.com](mailto:darshanakhedekar2010@gmail.com)  
 1/22, Jay Bhawani Sadan, Ganpatrao Kadam  
 Marg, Lower Parel (West), Mumbai - 400013

## **Areas of Experience**

To excel in my area of activity by taking up challenging assignments at the workplace, home skills by maintaining a learning attitude and contributing to the growth of the organization by putting to use my skills, experience and knowledge acquired over time.

<b>Work Profile</b>	<b>Total Work Experience 11 years</b>	
<i>Angelica Venture Pvt. Ltd</i>	May 2023 – Till Date	Sr. Accounts Executive
<i>BLISS GVS Pharma Ltd</i>	Oct 2022 – May 2023	Executive Finance & Accounts
<i>Indiabulls Pharmaceuticals Ltd</i>	Jan 2017 – Aug 2022	Accounts Executive
<i>Accutech Power Solutions Pvt. Ltd</i>	Nov 2014 – Jan 2017	Accounts Executive
<i>New India Cuprotec</i>	Oct 2013 – Nov 2014	Accounts Assistant
<i>Nalawade &amp; Associates</i>	Mar 2013 – Oct 2013	Jr. Accounts Officer

## **Summary of Qualifications**

<i>Academic &amp; Professional Qualification</i>	◆ Passed B. Com - in 2013.
<i>Computer Proficiency</i>	◆ MS-Office: Word, Excel & PowerPoint. ◆ Well versed with Focus, SAP- HAANA (Version) - handling Accounting Functions.
<i>Certified Industrial Accountant</i>	◆ Complete 2 years course from ICA Institute.
<i>Skills</i>	◆ Good Knowledge on accounting principles and SAP

## **Personal Information**

<i>Date of Birth</i>	20-Oct-1991
<i>Nationality</i>	Indian
<i>Gender</i>	Female
<i>Marital Status</i>	Married
<i>Email</i>	Darshkhedekar1991@gmail.com
<i>Positive Qualities</i>	Ambitious, Hardworking, Systematic & Organized Strong will power & Task Focused
<i>Languages Known</i>	English, Marathi & Hindi
<i>Hobbies</i>	Listening to Music

## Career Snapshots

<b>Hardcastle Restaurants (Angelica Venture Pvt. Ltd.)</b>	Sr. Accounts Exec	May 2023 – Till Date
--	-------------------	----------------------

- Making Foreign Payment with review of all required documents like – 10F, TRC, NOPE & Form 15CB & 15CA (with Accurate verification)
- Travel Expenses & any other Advance payments of employees.
- Advance Settlement of employees & vendors.
- Handling Petty cash & Payments for office boys.
- Posting of monthly Gratuity & Payment.
- Maintaining Travel provisions of all departments.
- Review, Reconciliation & Posting of Salary and F&F
- Processing of PO and Non-PO based Invoices
- Reconciliation of Vendor Payment and uploading the data on Enet Banking

<b>BLISS GVS Pharma Ltd.,</b>	Executive F&A	Oct 2022 – May 2023
-------------------------------	---------------	---------------------

- Manages accounting functions including maintenance of general ledger, account payable, accounting; ensures accuracy and timeliness.
- Preparation of GRIR report, review and closing.
- Follow up and co-ordinates with various departments for invoices for accounting.
- Accurate accounting with vendor GL and cost center.
- Maintained accuracy in deduction of tax at source and accounting for the same. Provide information to tax team for monthly statutory payments like TDS, GST.
- Manages monthly closing of financial records and provide required month end information.
- Ensuring timely and accurate accounting of employee reimbursement expenses, petty cash expenses.
- Scrutiny of vendor ledgers, payments for TDS deduction, GST, advances, pending invoices.
- Preparation of ageing and ensuring payments are processed as per due dates after verification.
- Assists in Statutory Audit and Internal Audit.

<b>Indiabulls Pharmaceutical</b>	Account Executive	Jan 2017 – Aug 2022
----------------------------------	-------------------	---------------------

### Accounts

- Parking & Posting Expenses including Transportation, Hotels, Distribution, Travelling, Marketing, Sales Promotion, FG in agreement/ PO/GR/ Proper GL)
- Daily Update - Inward Tracker (keep record - for parking/ posting/ Query)
- Query related to Invoice - Solving with respective departments, also follow up with SAP team
- PSA - Agreement Checking/ Parking/ Posting/ Payment on (Daily Basis)
- Follow up for utility payments.
- Maintained Agreement File.
- Coordinate with vendor for invoices and payment related issues when required.
- Review & closer of GRIR, Vendor reconciliation monthly or quarterly.
- Making Vendor payments when required.

### Audit Work

- Sample taking out - for Audit purpose (along with noting DATA from SAP)
- Maintained Agreement List for Audit Purpose

**Accutech Power Solutions Pvt. Ltd**      Accounts Executive      Nov 2014 – Jan 2017

- Maintaining Bills & Invoices.
- Bank Reconciliation, All Banking Transactions.
- Making Sales, Purchase order
- Entering data regarding taxes, sales, profits, bills payable in a timely fashion.
- Balancing accounts on a daily, weekly or monthly basis.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Reconciliation of accounts monitoring customer account details for non-payments,
- To ensure all filing is done in a timely and accurate manner.
- Process adjustments & Other duties as assigned.

**New India Cuprotec**      Account Assistant      Oct 2013 – Nov 2014

- Maintenance of Account & posting Entry of Payment, Receipts.
- Bank Reconciliation, Journal Vouchers & Sales & Purchase Register in Tally.
- Maintain, Follow-up & Collection of Payments from Parties.
- Maintenance of day-to-day Accounts, Maintaining Purchase and Sales Register.
- Maintaining, Data Entry, Vouching of Bills, Payments and Receipts.
- Preparation of monthly salary.

**Nalawade & Associates**      Jr. Accounts Officer      Mar 2013 – Oct 2013

- Online Payment of VAT & CST
- Filling up the format of VAT.
- Maintained all expenses in Tally ERP 9
- Making & Vouching Bills of Customers.
- Bank reconciliation of customer's accounts.

### **Professional Pledge**

#### **Objectives**

Seeking a position to utilize my skills and ability for professional growth. Geared to accept challenging assignments that shall yield the twin benefits of the job satisfaction and a study-paced professional growth. My professional objective is to be an asset for the company which I will be working.

**Salary**      Negotiable

**Notice Period**      One Month

**Darshana Khedekar**