

VIJAYA SORTE

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KALYAN, THANE- 421306

SUMMARY:

- Accounts payable: Payment to Vendors Making cheques, RTGS, Bank related activities, updates in systems
- Accounts Receivable: making entry in systems, Sending payments reminder to Debtors,
- Vendor management: Purchase / Expenses booking, PO, GRN checking
- Making sales Invoices,
- Bank Reconciliation,
- Petty cash management,
- GST - GSTR1, GSTR 2 checking with system, GSTR 3 -working knowledge
- TDS Monthly deductions, making entries in systems,
- Salary: Making salary sheet, checking attendance sheet, leave, advance payments, loan to employees, salary payable via cheques and RTGS
- Utility Bills Manage – Admin Work, Payments of bills

SKILLS:

- TALLY- AP / AR
- ORACLE - AP knowledge
- ZOHO – Hands and experience
- Winman – TDS – Basis work

EXPERIENCE:

- **Trans-Atlantic Consultants Pvt Ltd:** Marol-Andheri – Consultant firm
FROM: 05 MAY 2025 TO TILL DATE
Position: Account Executive
EXP: Working on ORACLE system with UAE (Dubai) accounts, Purchase journal bookings day to day basis,
- **Prana Graf Materials and Technologies Pvt Ltd - Parel Dadar West**
(Manufacturing Graphite and Mining)

FROM: 09TH JAN 2023 TO 30TH APRIL 2025 (ZOHO, Tally ERP9, Winman)

POSITION: Account Executive

EXP: Day-to-day expenses booking, Bank entries updating, payment sheet updating, vendor Management, GST work, TDS,

- **CA FIRM- SHARP AND TANNA ASSOCIATED-** Kalyan –(Work from home)

FROM: Nov 2021 to Oct 2022 (Tally ERP9)

POSITION: Accounts Assistant

EXP: Day-to-day accounting, bank reconciliation, Banking work

- **ACE HEAT TECH –**Thane - Manufacturing Heaters & Accessories

FROM: 15thJan 2018 to 15thMar'2020 (Tally ERP9)

POSITION: Accounts Executive

EXP: Accounts payable and receivable, vendor management, GST work, TDS working

- **KINGTEL SYATEMS PVT LTD:** Thane -Trading Sales and Services- wires and Phone, Instruments

FROM: 2007- 2009 (Tally ERP9)

POSITION: Office cum Accounts Assistant

EXP: Day to work, handling calls of quarries, arrangements of engineers for service., salary sheet making,

EDUCATION:

- BAF – Pursuing (Last year)- Mumbai University
- BA – ECONOMICS WITH STATISTICS- SNDT UNIVERSITY- 2007 (PASSED)
- 12TH COMMERCE- Mumbai University – 2002
- 10TH – Mumbai University – 2000

PERSONAL DETAILS:

- Date of birth: 08th December 1984
- Nationality: Indian
- Language known: Marathi, English, Hindi
- Hobbies: Reading Books, Listening Song, Badminton

Date:

Place:

Thanking You,

VIJAYA SORTE