

RUPALI RAMESH DALVI

Sai Sangam CHS,
Near NMMC School,
Seawoods Sector 48,
Navi Mumbai – 400706
Mobile: +91 84529 37579 | Email: rupalidalvi311200@gmail.com

Professional Summary

Detail-oriented accounting and finance professional with **8.5 years of experience** in accounting, taxation, and financial reporting. Proven expertise in **GST compliance, income tax filings, bank reconciliations, and finalization of accounts**. Skilled in **Tally ERP 9, MIS reporting, payroll processing, and client coordination**. Currently pursuing a **PGDM in Finance** to enhance strategic financial management capabilities.

Education

- **PGDM (Finance)**, Welingkar Institute — 2022–2023 (*Pursuing*)
 - **B. Com (T.Y.)**, Mumbai University — 2021
 - **H.S.C**, Moral Education Junior College — First Class, 2016–17
 - **S.S.C**, Maharashtra State Board — Second Class, 2014–15
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Technical Skills

- **Accounting Software:** Tally ERP 9.0 (Prime), GENIUS, ERP, ZOHO
 - **Tax Software:** ITAX
 - **Office Tools:** MS Word, Excel, PowerPoint, Advanced Excel
 - **Email & Communication:** MS Outlook, Gmail, Yahoo
 - **Certifications:** MS-CIT
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Professional Experience

1. Fiumetech Mechanics Pvt Ltd — Senior Executive, Accounts & Finance
Feb 2025 – Present

- Prepared and filed **GST returns** (GSTR-1, GSTR-3B)

- Oversaw **monthly MIS preparation and financial reporting**
- Prepared **daily purchase and sales summaries**
- Prepared **monthly MIS Reports**
- Handling **Petty cash Voucher**
- Managed **PF-related queries and Professional Tax compliance**

2. Pittie Group — Senior Executive, Accounts & Finance

Aug 2023 – Feb 2025

- Managed **monthly MIS reporting and financial statements**
- Handled **payables, cash flow, and bank reconciliations**

3.Kareer Krafters Pvt. Ltd. — Senior Accountant

Jan 2023 – Aug 2023

- Prepared and filed **GST returns (GSTR-1, GSTR-3B)**
- Managed **payroll processing, TDS computations, and salary disbursement**

4. Neon Laboratories Ltd. — Accounts Assistant

Oct 2022 – Dec 2022

- Maintained **daily journal entries, credit notes, and payments** in Tally
- Prepared **daily purchase and sales summaries**

5.C.P. Ashar & Co / Noro & Co (Chartered Accountants) — Accountant

Jul 2020 – Oct 2022

- Finalized **Profit & Loss statements and Balance Sheets**
- Managed **GST registration and return filing**, including annual returns
- Liaised with clients for **queries and documentation**

6.Albans Project Pvt. Ltd. — Account Executive

Nov 2019 – Jun 2020

- Managed **petty cash and voucher entries**
- Handled **bank reconciliation and MSME certificate preparation**
- Filed **26QB property tax**

7. Vijay G. Vagahela (CA) — Junior Accounts

Nov 2018 – Nov 2019

- Performed **bank receipts, payments, and journal voucher entries**

- Managed day-to-day bookkeeping and reconciliations
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Key Competencies

- **Financial Reporting:** Finalization of P&L and Balance Sheets
 - **GST Compliance:** Registration, computation, and filing (GSTR-1, 2, 3B, 4, Annual)
 - **Income Tax:** Total income computation, ITR filing, and online tax payments
 - **Bank Reconciliation:** BRS and cash flow forecasting
 - **TDS Management:** Computation and return filing
 - **Payroll & Employee Management:** Salary disbursement and statutory compliance
 - **Other:** Petty cash management, voucher handling, MSME certification, 26QB property tax filings, client liaison
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Personal Information

- **Date of Birth:** 31 January 2000
 - **Gender:** Female
 - **Marital Status:** Married
 - **Nationality:** Indian
 - **Languages:** Marathi, Hindi, English
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Strengths

- Strong analytical and problem-solving skills
- Highly organized and detail-oriented
- Committed to delivering high-quality work and continuous improvement
- Excellent communication and client management abilities