

## RESUME

Mrs. Aditi Narayan Parab.

C-2/501 Paradise Height Co-op Hsg.Soc. Ltd., Chikuwadi  
Mhada Colony. Padmanagar Road, Shimpoli Kandivali (West)  
Mumbai - 400067

Phone – 9833818966/9619505939

Email Id : aditiparab77@gmail.com

Date of Birth: 20<sup>th</sup> Oct. 1977

### Area of Expertise

Ledger scrutiny and MIS Report. Accounting using Tally 9 Gold & FOCUS. Account Consolidation of Branches & Manufacturing units. Liaison with auditors for resolving their queries Hands on knowledge Excel, Word etc. Knowledge of GST and return filing GSTR 3B, GSTR1 & GSTR 2B and TDS.

### Employment History

#### **Vision Display Pvt. Ltd. (From Mar,2021 to till date )**

Sr.Accounts Executive.

##### **Bank Related Work:**

Handling **Bank transaction NEFT and RTGS, keep eye on Bank Balance.** Daily Preparing bank balance statement. Preparing Monthly Budget to Maintain Bank Balance. Submission of monthly Book Debts and Stock Statement to Bank. **Opening and closing of LC work.** LC open against import material.

Preparing Proforma Invoice, Packing List and Commercial Invoice of import material. Checking Bill of Landing, Certificate of Origin and check List received from Importer vendors and C &F Agent. Prepared E Waybill for import material.

##### **Monthly, Quarterly and Annual Submission Work:**

Preparing Excel work and submitting monthly **GSTR1, GSTR 2B and GSTR 3B.**

Preparing **Monthly TDS** work in excel and making TDS payment.

Preparing **Quarterly TDS Return** work in Excel and send to CA.

Half yearly making **Profession Tax payment** and maintaining PT record in excel Work.

##### **Other Works:**

Debtors and Creditor Ledger scrutiny. Incentive calculation as per sales team target.

Passing JV, Credit Note and Debit Note of material return, rate difference, replacement, discount, and settlement of others issue. Passing with prior approval of Director.

Preparing Excel work according CA requirement.

Doing Vendors Registration on Corporate Client Site.

**Euro Ceramic Ltd.**

Sr. Accounts Executive (Sales Accounting & Dispatched)

(June' 2008 to Feb 2014)

**Handle Sanitary Ware Division Accounts and Dispatch.**

Preparing Sales order according to receiving customer purchase order at HO and sending to Factory. Coordinate with factory regarding invoice preparation and material dispatched on time according to given Schedule. After Dispatched coordinate with dealer and distributors.

Debtors Ledger scrutiny, Commission working of dealer & distributors, Incentive calculation as per sales team target.

Issue Credit Note related material return, discount, and settlement of others issue. Passing Debit Note and JV with prior approval of Director.

Collection of payment as per payment terms and draft remainder letter to customer if outstanding is overdue. Sending weekly, monthly outstanding statement to Dealer, Distributors and Sales team. Collection of C forms.

Prepared LC document against sale of LC and coordinate with bank.

Preparation of Monthly MIS Report Sales, Collection, Expenses and target achievement, find out profit or loss of as per project order.

**Worked in Banking & Finance Department.**

Bank Reconciliation and issuing cheques and doing RTGS. Maintain vendor's accounts and ledger reconciliation. Prepared VAT Return, TDS Return, Prepared Stock report . Worked up to finalization. Handling Branches of Euro and Euro Sister Concerns

**Black Magic Toner Pvt. Ltd.**

Account Executive

(Mar, 2005 – May, 2008)

Preparation of weekly position of Branch Debtors & Creditors. Doing Bank Reconciliation, checking purchase bill and send to HO for payment purpose. Handling Branch Cash. Checking Sales Team and other staff expenses details make voucher take approval from Branch Manager and make payment in cash.

Preparation of MIS reports like Outstanding and Material utilization report of Branch, Monthly Profit & Loss Account etc.

Coordinate with customer regarding order and payment collection.

Preparation of Sales Tax Returns.

Co-coordinating with HO for day-to-day accounting, purchase, bank payment and audit related work. Co-coordinating with statutory & Internal Auditors for resolving their queries. Maintaining Branch stock.

**Godavari Paints Pvt. Ltd.**

Accountant

(July, 2001 – June, 2004)

Preparation of weekly position of Debtors & Creditors, preparing monthly P&L, Bank Reconciliation Daily, Preparing of Monthly Stock statement for bank and Book Debts statement for Bank purpose. Preparation of Sales Tax Returns.

TDS Calculation and payment of Monthly TDS. TDS Reconciliation and Assist to Auditors for submission of TDS Return.

Maintain factory account at Head Office and co-coordinating with factory regarding cash voucher, entering voucher in Accounting Software. Co-coordinating with statutory and Internal Auditors for their queries. Doing Ledger Scrutiny. Preparation Sales Tax scrutiny Assessments details. Preparations of MIS reports.

**H. B. Modi & Associates (C.A.Firm)**

Accountant Assistant

(May, 99 to June 2001)

Assist to preparing monthly P&L, Bank Reconciliation. Quarterly and yearly, submitting Sales Tax Returns, Profession Tax Return TDS return. Vendors, Debtors and others accounts ledgers accounts scrutiny

Qualifications-

Advance Diploma in computer system & Analysis & Applications  
Mar 1999

B.com with 2<sup>nd</sup> Class from Mumbai University in year 1998

H.S.C. with 2<sup>nd</sup> Class from Mumbai Board in year 1995.

S.S.C with 2<sup>nd</sup> Class from Mumbai Board in year 1993. Passed

G.C.C. exam in year 1998 (40 wpm English t/w)

Aditi Parab