

CIRRICULUM-VITAE

Mrs. Pranaya Yatin Keluskar

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Residential Address : F-15, 3/2, Poorna CHS, Sector -14, Airoli,
Navi Mumbai – 400 708

Permanent Address : B/15, Jai Anant Sagar Co-Op Hgs Soc.
Near Shivaji Talav, Tembi Pada Rd.
Bhandup (West), Mumbai - 400 078

Date of Birth : 17th November 1984

Gender : Female

Marital Status : Married

Nationality : Indian

Mobile no : +91-9757149259

PERSONAL OBJECTIVE

To achieve highest Standards in the profession through hard work, sincerity, well presenting and determination to provide the best services at all times. Having the ability to learn and understand quickly.

Experience Summary

1. Worked with “**TRADE CONNECT LLC**” as Accounts / Office Assistant.
(November 2020 to April 2021)
2. Worked with “**SOUJANYA COLOR PVT LTD**” as **Accounts Executive** (January 2012 to 16th March 2018)
3. Worked with “**SUPERIOR CORROSION CONTROLLERS**” as **Account Assistant**
(July 2006 to 15th January 2012)

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- ♣ Working with “**TRADE CONNECT LLC**” at (Jebel Ali – Dubai, UAE) as **Accounts / Office Assistant** from Nov-2020 to Apr-2021.

JOB PROFILE : JOB RESPONSIBILITIES.

- Preparation of Quotations.
- Raising purchase orders in system.
- Maintain Inventory in system.
- Raising Sales Invoice to customers.
- Preparing DO in system & keep track.
- Updating Bank Account in system on Daily Basis
- Preparation of Weekly Fund Position Statement
- Updating purchase of material in system through invoice.
- Making necessary provision for making payment to vendors.
- Follow up with customers for receivables.
- Handling Day to Day Petty Cash transactions & maintaining records.
- Debtors / Creditors Reconciliation
- Correspondence with Banks / Vendors
- Preparation of VAT Computation.

- ♣ Worked with “**SOUJANYA COLOR PVT LTD**” at (Koperkhairane – Navi Mumbai, INDIA) as **Accounts Executive** from January-2012 to 16th March 2018

JOB PROFILE : JOB RESPONSIBILITIES.

- Updating Bank Account in system on Daily Basis.
- Preparation of daily MIS report.
- Preparation of Weekly Fund Position Statement
- Updating purchase of raw / packing material in system through invoice.
- Making necessary provision for making payment to vendors.
- Handling Day to Day Petty Cash transactions & maintaining records.
- Online payment of Service Tax / TDS / VAT & CST / TDS VAT / EXCISE
- Preparation / Filing of Quarterly Return of TDS
- Preparation of Monthly NMMC LBT Calculation Statement & of filing return
- Responsibility of making other Statutory Payment like PF/ ESI / PT /MLWF
- Debtors / Creditors Reconciliation
- Preparation of Monthly Bank Stock Statement to calculate DP for CC A/c.

- Correspondence with Banks / Vendors
- Preparation of VAT Computation.

♣ Worked with “**SUPERIOR CORROSION CONTROLLERS**” at (Kalina Santacruz –(E), INDIA) as **Accounts Assistant** from July-2006 to 15th January-2012

JOB PROFILE : JOB RESPONSIBILITIES.

- Bank Reconciliation statement
- Daily sales entries in Tally
- Entries of Cash payment in Tally
- Debtors / Creditors Reconciliation
- Scrutiny of cash with Vouchers
- Preparation cheques / Invoices
- Maintaining Parties Register
- Preparation of Voucher of Labour wages
- PF/ESI/PT deduction & payment
- Online payment of Service Tax / TDS

EDUCATIONAL QUALIFICATIONS

❖ **Master of Commerce (M.Com)**

(In the Year 2010 passed M.Com with Pass class from Mumbai University, INDIA)

❖ **Bachelor of Commerce (B.Com)**

(In the Year 2006 passed B.Com with Second class from Mumbai University, INDIA)

Higher Secondary Certificate (H.S.C.)

(In the Year 2003 passed H.S.C with First class from Maharashtra Board, INDIA)

Secondary School Certificate (S.S.C.)

(In the Year 2001 passed S.S.C with Pass class from Maharashtra Board, INDIA)

COMPUTER SKILLS

- Passed MS-CIT with First Class in the Year July-2004. (Mumbai, INDIA)
- Passed Course of Tally 7.2 with ‘A’ Grade in the Year July-2006. (Mumbai, INDIA)

TECHNICAL QUALIFICATION

- ❖ English Typewriting 40 w.p.m
- ❖ Marathi Typewriting 30 w.p.m

I hereby declare that the above information is true to the best of my knowledge.

Place : Navi Mumbai

Date : 23rd September, 2022.

Mrs. Pranaya Yatin Keluskar