

Ruchi Gaurav Soley

B.Com

Age: 37 Years

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EXPERIENCE SUMMARY

10 Years' Experience in Accounts & Finance with Tally & SAP Exposure. I also have knowledge of GST, Sales Tax, Excise and TDS Return preparation.

ACADEMIC PROFILE

Name of Institution	Course	Year	Results
Sathye Colleage, Mumbai	B.Com	2005	55%
Sathye Colleage, Mumbai	H.S.C.	2002	74%
IES New English School, Mumbai	S.S.C.	2000	78.53%

Creative Plus (JULY 2015 to SEPTEMBER 2018)

I was working as a Senior Accounts & Admin Executive. Following was my job responsibilities during my tenure with creative Plus.

- Day To Day Accounting Entries In Tally.(Sales & Purchase Invoice Booking, Receipt & Payment Entries)
- Bank Reconciliation.
- Handling Accounts Receivable & Payables.
- Debtors & Creditors Reconciliation.
- GST, TDS Returns, Service Tax, Sales Tax Database Preparation.
- Petty Cash Handling.
- Salary Calculation.
- Taking care of day to day admin activities.

Evolute Solutions Pvt Ltd (FEBRUARY 2010 to JUNE 2014)

I was working as a Senior Accounts Executive. Following was my job responsibilities during my tenure with Evolute Solutions.

- Day To Day Accounting Entries In SAP.(AR & AP Invoice Booking, Receipt & Payment Entries)
- Bank Reconciliation, Debtors & Creditors Reconciliation.
- Handling Accounts Receivable & Payables.
- Sales Tax Returns data preparation, TDS data Preparation, making Sales Tax, TDS online payments.
- Excise Returns data preparation of Manufacturing Companies.
- Helping seniors in Accounts Finalization

Meteor Institute Of Digital Design Pvt Ltd (SEPTEMBER 2008 to OCTOBER 2009)

I was working as a Accounts Executive. Following was my job responsibilities during my tenure with Meteor Institute.

- Day To Day Accounting Entries On Tally
- Preparation Of Invoices, Receipts, Debit Notes and Credit Notes.
- Bank Reconciliation.
- Preparing TDS & Service Tax, Income Tax Returns.
- Co-ordination & Follow-up With The Branches
- Prepare The Database Of The Students.
- Helping seniors in Accounts Finalization

K R Choksey Shares & Securities Pvt Ltd (MAY 2008 TO AUGUST 2008):

I was working as Personal Accounts Executive. Following was my job responsibilities during my tenure with K R Choksey.

- Day To Day Accounting Entries On Tally.
- Bank Reconciliation.
- Updates The Stock Related Database In Moneyware (Investment & Portfolio Management Software).

Krit Maritime Services (SEPTEMBER 2007 TO APRIL 2008):

I was working as a Accounts Assistant. Following was my job responsibilities during my tenure with Krit Maritime.

- Day To Day Accounting Entries in Tally.
- Preparation of Invoices, Receipts, Debit Notes and Credit Notes.
- Bank Reconciliation.
- Preparing TDS & Service Tax, Income Tax Returns.
- Petty Cash Handling.

LANGUAGES KNOWN

English, Hindi, Marathi.

HOBBIES

Listening Music, Cooking.

Ruchi Gaurav Soley