

Ms. MAYA SHINDE

Andheri (East), Mumbai – 400 093.

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CURRICULUM VITAE

To be a part of well-reputed organization and also be a part of a team of responsible & professional working in a challenging and a responsible environment.

PRESENTLY WORKING WITH : M/s Tradeasia International Pvt. Ltd.
(Supply Chain Partner)

Designation : Accounts Manager
Duration : May 2011 to till date

JOB DESCRIPTION

- Making Online Payment of All Taxes and to Vendors (TDS, GST, Profession Tax, Advance Tax, Custom Duty etc).
- Preparing data for GSTR1 & monthly GST Calculation.
- Handling GST Scrutiny and Assessment Orders.
- Calculating RCM Payable on Monthly basis and Handling GST Payments.
- Preparing TDS Calculation on Monthly basis and filing the TDS Returns on Quarterly basis.
- Handling a team of Accounts Department.
- Coordinating and checking and reconciling the E-way Bill with Tax Invoices
- Handling foreign remittance transactions and Co-ordinating with Banks relating to documentation.
- Coordinating with Banks with the documents required to knock off Bill of Entries, KYC Updating and Making Fixed Deposits and maintaining proper data of Fixed Deposits and Interest earned on FD's and keeping eye on maturity instructions.
- Preparing the MIS statement of inflow and outflow of Funds and reporting to the Managing Director
- Preparing Projected Fund Flow Statement on daily and monthly basis.
- Preparing Bank Reconciliation.
- Monthly ledger Scrutiny.
- Scrutinizing purchase and expense bills, ensuring timely payment to Suppliers and carrying out reconciliation of supplier's bill with purchase orders.
- Handling petty cash & monitoring day to day transactions.

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- Monitoring routine matters, related to party through the mail.
- Co-ordinating with Auditors & giving them information as per requirement.
- Knowledge up to Finalization.
- Working on Accounting Package i.e. Tally ERP 9 version.

LOGISTICS

- Negotiating the rates with CHA and appointed the CHA with Lowest rate and with best knowledge.
- Freight Comparison
- Prepared documents for DPD Registration and maintaining PD Accounts.
- Coordinating with CHA for smooth shipment.
- Checklist approval
- Providing the documents required for Port registration and for routine shipment.
- Monitoring the bills as per the agreed contract.
- Monitoring timely delivery to customers and ensuring receipt of the payment on time as per the payment terms
- Import and Export Documentation.

WORKED WITH :- M/s S.V.Distributors Private Limited.

Designation : Account Executive

Duration : From June 2009 to Apr.2011

JOB DESCRIPTION

- Compiling data for Income tax & Sales Tax.
- Assisting in Filing Monthly, Quarterly & Annually Sales Tax returns
- Preparing Service Tax & TDS returns.
- Monitoring routine matters, related to party through the mail.
- Co-ordinating with Auditors & giving them information as per requirement.
- Preparing Bank Reconciliation
- Scrutinizing purchase and expense bills, ensuring timely payment to suppliers and carrying out reconciliation of supplier's bill with purchase orders.
- Inter Branch Reconciliation
- Making Payment of TDS & TCS through Net Banking.

- Preparation of data for VAT Return & Annual Return.
- Preparing pay roll and scrutiny of working relating to Provident Fund, Profession Tax & ESIC etc.
- Knowledge up to Finalization.
- Working on Accounting Package i.e. Tally 9 version & Winspirit Software.

LANGUAGE KNOWN:-

English, Hindi, Marathi.

EDUCATIONAL QUALIFICATION :-

- B.Com from Mumbai University.

ADDITIONAL QUALIFICATION :-

English Typing : @ 30 w.p.m.

Computer Literacy : MS - Word, MS - Excel, Lotus -123, Net surfing,
Fox-Pro Application , MS Power Point,

Accounting Packages : Tally 7.2, Tally 9 & Tally ERP 9, Winspirit
Software & Kshitij Software, Salesforce.

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Date:

Place: MUMBAI

(Maya Shinde)