

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
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Email Id: aditiparab77@gmail.com

Date of Birth: 20th 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.

Sr.Accounts Executive. (From Mar, 2022 to till date)

Bank Related Work:

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

Import Material Work

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

Monthly, Quarterly and Annual Submission Work:

Reconciliation of **GSTR1, GSTR 2B and GSTR 3B and preparing excel work. Handle GST query come from GST Office. Reconciliation of 26QC and Issue Form 16A.** 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. Assist CA to Prepared Balance sheet.

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 of Corporate Client Site.

Mayur Desai & Associates

Accountant (Mar, 2021 to Feb, 2022)

Preparing monthly Bank Reconciliation. Monthly & Quarterly filing GST Returns (GSTR3B, GSTR1 & GSTR 2). TDS calculation and TDS return. Doing purchase, sales and expenses entries in tally. Doing various ledgers accounts security. Assist to Finalization.

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 reminder 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 Concern.

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 2nd Class from Mumbai University in year 1998

H.S.C. with 2nd Class from Mumbai Board in year 1995.

S.S.C with 2nd Class from Mumbai Board in year 1993. Passed

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

Aditi Parab

