

SHUBHANGI MACHHI

ACCOUNTANT

Prepare balance sheets, profit, and loss statements, and other financial reports. Accountant duties and responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.

Contact

Phone

+91 9924903595

Email

shubhangimachhi050@gmail.com

Address

Vadodara

Education

2022

Master of Commerce

The Maharaja Sayajirao University
CGPA: 7.2

2020

Bachelor of Commerce

The Maharaja Sayajirao University
CGPA: 6.0

Expertise

- Accounts Payable and Receivable.
- MS Excel
- Billing
- Auditing
- Payroll
- Problem - Solving

Language

English

Hinidi

Gujarati

Experience

○ 2020 - 2022

SHREEJI ELECTRO POWER PVT LTD.

ACCOUNTANT

- Preparation of Vouchers & maintenance Of day to day Computerised accounts.
- Maintaining book of accounts & Making entries in tally.
- Maintaining purchase & Sales Register.
- Prepare E way Bill.
- Generate tax Invoice in tally, S T ERP.
- inventory manage & prepare purchase order & sales order.
- Dealing with Scrutiny cases of General ledger.
- Bank Reconcilication.
- vender manegment .
- Prepare Monthly GSTR-1 GSTR-3B And GSTR-2B Reconcilition on Monthly basis.
- Reconcilition of Vendor / Supplier ledger & inter Office Balance.

○ April 2022 till

PARTH INSTITUTE

Job position here

- Daily Bank Receipt & Payment Entry.
- Bank Reconcilication.
- Maintaining petty cash.
- Handling Statutory audit.
- Determining The Accounts Payable Position for timely Payment to Creditors.
- Manage personal director Accounts.
- Collected employee information and maintained confidentiality of all files.
- Processed weekly and bi-monthly for hourly and salaried employees.
- Form 16 Reconcile in income tax act.
- TDS return and GST Return Preparation and submit to C A.
- Prepare balance sheets, profit, and loss statements.

Certification

Institution: TallyPrime GST - Baroda Institute Of Technology-
2020 with A+ grade.