

KINNARY SAWANT

• Account Executive •

ABOUT ME

Resourceful & Progressive career of 8 years in Accounts & Finance Department. Skilled in Document Management and Analysis. Knowledgeable of Application software Tally.ERP9, Logi-sys & SAP HANA. Proficient in MS-Office.

EDUCATION

Master of Commerce- S P University Pass Class

Bachelor of Commerce- M S University Pass Class

EXPERIENCE

June-2020 to till date

Krunal Shah & Co., Chartered Accountants

Account Executive

- Ability to communicate effectively and coordinate work with other staff members for day-to-day activities.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher. Verification of bills & reconciliation of total turnover. Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Day to day cash & bank transactions. Preparing of Tax invoices, Vouchers, Reconciliation of Bank Statement at the end of month.
- Preparing monthly VAT return

2018- June 2020

20 Microns Ltd.

Account Assistant

- Sales order releasing.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Prepare reports on accounts receivable.
- Assisted with quarterly Audit Preparation.
- Preparing monthly GST report.
- Payment of GST. Filling of monthly GST return Academia.

2018

Liladhar Pasoo Forwarders Private Limited

Executive Accountant

- Entry posting of purchase, sales, payment, receipt collection & journal voucher. Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Prepare reports on accounts payable and accounts receivable.
- Assisted with quarterly Audit Preparation.

2012-2018

Krunal Shah & Co., Chartered Accountants

Account Audit Assistant

- Ability to communicate effectively and coordinate work with other staff members for day to day activities.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher. Verification of bills & reconciliation of total turnover. Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Day to day cash & bank transactions. Preparing of Tax invoices, Vouchers, Reconciliation of Bank Statement at the end of month.
- Maintain Statutory Audit & Internal Audit of the Companies.
- Maintain for Filing ROC online returns of companies and Compliance required for company with MCA.
- Maintain Balance-sheet & Profit & Loss.
- Preparing monthly GST report.
- Online Government payments like GST, TDS, ESIC, PF, Advance Tax/ Income Tax

S K I L L S

GST Return Filing		Accounts Payable & Receivable	
Account Maintenance		Taxation	
Internal Audit		Bank Reconciliation	

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--READY TO JOIN IMMEDIATELY--