

Sandhya Pralhad Kalange.**PRESENT ADDRESS**

1/57, B.D.D.Chawal, N.M.Joshi Marg, Delisel Road, Lower Parel, Mumbai – 400 013
E-mail:kalangesandhya19@gmail.com Mobile No.9594754687

OBJECTIVE

To understand the subtle nuances of the industries and contribute to the best of my ability.

PROFESSIONAL BACKGROUND

Year of Passing	Course	University/ Board	Institution	Aggregate Percentage
April 2017	M.com	University of Mumbai	University of Mumbai	57.00%
March 2014	T.Y.B.com	University of Mumbai	Maharshi Dayanand College	69.00%
February 2011	H.S.C.	University of Mumbai	Maharshi Dayanand College	66.66%
March 2009	S.S.C.	University of Mumbai	N.M.Joshi Secondary and High School	67.07%

PROFESSIONAL SKILLS

- MS-CIT (Windows XP , MS Office, MS Word, Excel, Power-point and Internet)
- Typing (English) Speed:-30
- Tally ERP 9
- Advance Excel
- Working with ***Link Intime India Private Limited as a Assistant of Accountant-(Account payable) since July 2017 to Till date***

RESPONSIBILITIES

- Assist with filing GST return on monthly basis.
- Preparing GST reconciliation on monthly basis.
- Prepare TDS Returns file and upload in SARAL software.
- Responsible for supply all bank reconciliation for multiple bank accounts.
- Prepare month- end and year- end closing journal entries.
- Prepare journal entries for accruals and other adjusting entries
- Assist with annual financial audit, Tax audit & GST audit.
- Performed month-end and quarter-end closing activities, account reconciliation & accruals
- Maintain petty cash and prepare excel on daily basis for various branches
- Booking purchase invoices in accounting software i.e (Citrix)
- Making all statutory payments like GST, TDS, ESIC and PT and pass payment entry in finance software (Citrix)
- Making investment on daily basis.
- Making payment to vendors through NEFT,RTGS, DD and cheques.
- Co ordinate with vendors and solve their queries related to payments.
- Generate creditors outstanding report and plan the payments based on fund availability.

- Working with ***Aindley Marine Pvt.Ltd as a Assistant of Accountant-Process*** since July 2016 to

RESPONSIBILITIES

- E- Filling of Income Tax, TDS and Service Tax Returns
 - Responsible for supply all bank reconciliation for multiple bank accounts
 - Prepare month- end and year- end closing journal entries
 - Prepare journal entries for accruals and other adjusting entries
 - Assist with annual financial audit
 - Performed month-end and quarter-end closing activities, account reconciliation & accruals
 - Maintain Bank Reconciliation, Statement Reconciliation of Debtors & Creditors
 - Maintain Petty Cash Book and journal entries in software
 - Maintaining payroll i.e ESIC, EPF,PT.
 - Recorded and prepared all cash receipts for bank deposits
- Working with ***Himanshu Aromatics as a Assistant of Accountant-Process*** since December 2014 to June 2016

RESPONSIBILITIES

- E- Filling of Income Tax Return
 - E- Filling of Excise Return.
 - Calculation of half yearly VAT& TDS Filling Return,
 - Prepared computation of VAT, Excise Return & TDS Return Filling Quarterly
 - Preparing J1 and J2 and VAT Audit ,C form and NEFT
 - Responsible for supply all bank reconciliation for multiple bank accounts
 - Prepare month- end and year- end closing journal entries
 - Prepare journal entries for accruals and other adjusting entries
 - Deals with Various problems related with material
 - Responsible for Purchase Order and Sales Order
 - Assist with annual financial audit
 - Performed month-end and quarter-end closing activities, account reconciliation & accruals
 - Maintain Bank Reconciliation, Statement Reconciliation of Debtors & Creditors
 - Maintain Petty Cash Book
 - Maintain Journal Entry Sales, Purchase ,
 - Inputing , Matching, Batching, and Coding of invoices
 - Fixed assets accounting, reconciliation and depreciation journals
 - Recorded and prepared all cash receipts for bank deposits
 - Responsible for accounts payable and accounts Receivable, Coding, Data Entry, Generating checks, & Customer/ Supplier Communication
- Working with ***Patel & Kurup (CA Firm) as a junior accountant cum auditor*** Since June 2014 to November 2014.

• RESPONSIBILITIES

- E- Filling of Income Tax Return of various parties.
- Preparing VAT audit report
- Preparing J1 and J2
- Responsible for supply all bank reconciliation for multiple bank accounts
- Responsible for accounts payable and account receivable
- Maintain Petty Cash Book
- Handling E-mails

PERSONAL PROFILE

Date of Birth: 19th October, 1993
Gender: Female
Marital Status: Single
Languages Known: English / Hindi / Marathi

