

VARSHA V. SHETYE

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CAREER OBJECTIVE

To streamline and integrate the knowledge acquired through continuous learning process and apply the same to optimize self-productivity in line with organizational goals.

SUMMARY OF SKILLS

WORK EXPERIENCE

- Hatz Manufacturing Pvt Ltd. From 11 December 2017 till date.
Designation: Accountant.
Industry : Manufacturing
 - Online payment of PT, PF, ESIC, Tds, GST, Salary & Vendors.
 - Banks Reconciliation daily basis.
 - Preparing Creditors, Debtors list on daily basis.
 - Passing entries for Payment, Receipt, Sales, Purchase & Journal entries in tally.
 - Maintain Cash and Bank balance.
 - Petty cash.

- Sahara Maritime Pvt. Ltd. From December 2015 To 09TH December 2017
Designation: Accountant.
Industry : Shipping Firm.
 - Banks Reconciliation daily basis.
 - Preparing Cash Flow & Creditors, Debtors list on daily basis.
 - Payroll & preparing Salary Slips.
 - Foreign Remittance.
 - Coordinating from Banks for queries.
 - Maintain Cash and Bank balance.
 - Petty cash
 - Online payment of PT, PF, ESIC, TDS, Sales Tax, service tax,
 - TDS Return Filling
 - Preparing working for return filling of Service tax.

- Ajmal group of companies from 16th Feb 2015 till 16th Sept 2015.
Designation: Sr. Officer – Finance and Accounts.
Industry : Manufacturing.
 - Banks Reconciliation weekly & Monthly basis.

- Bank Receipts Entries
- MIS of Banks and Creditors Data to HOD on weekly and Monthly basis
- Preparation Of Bank Payments.
- Receiving Bank Advice For Receipt Of Payments.
- Preparation Of Pay Order (PO), Demand Draft (DD), Real Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT) & Foreign Party & Agent Commission Also Etc.
- Co-ordination with bankers for sorting out management issue For Cash Withdrawal & Cash Deposits, Foreign Payments Receipts & Payments Etc.
- Attend promptly to client queries, and management queries to prepare report and submit to top management.
- Credit card settlement entry from bank advise.
- Bank Reconciliation of all Six Banks.
- Passing Stock Transfer Note & Stock Receipts Entries of the various Department.
- Reconcile STN data made at Sewri and Rabale and Textile in Excel sheet with HO Tally.
- Passing Third Party Sales entries of various Departments.
- Passing Bank Receipts Entries of all Banks.
- Passing Credit Card Settlement Entries of all Banks.
- TDS for HO & Branches.

- 1) Entry on TDS Pac
- 2) Preparing working for TDS payment.
- 3) Online Return filling
- 4) Generating Form 16 Certificate from Traces & Mailing it to parties.

- Preparing of Reports from Tally data of the following on (monthly basis) :

- 1) Banks. (weekly & Monthly basis)
- 2) Sundry Creditors.
- 3) Purchase Textile.
- 4) Embroidery charges & OMS Embroidery.
- 5) Consignment Purchase.
- 6) Foreign Currency in hand.
- 7) EEFC A/C

- Data Entry Of Expenses Bills With VAT, CST & TDS.
- Data Entry Of Purchase Bills With Stock Entry, VAT & Excise Duty.
- Data Entry Of Local Sales Bills With VAT, CST & Excise Duty.
- Data Entry of Debit Note & Credit Note.
- Preparing cash flow statement.

➤ Company Name : Mohammed Ali & Co. From June 2008 Till 14th Feb 2015

Designation : Jr. Accounts Executive

Industry : Manufacturing..

Working Area :-

- Preparing monthly bills in excel
- Making entries in Tally 9.0 Sales, Purchase, Cash/Bank, Credit Note, Debit Note, Journal entries. Bank Reconciliation Statement
- Assist and coordinate with Our Client's Accountant and carry out Income Tax Audit.
- Filling Income Tax Return.
- Making Summary of Purchase and Sales to File Form 704 and e-annexure
- Preparation of computerize and manually monthly debtors, creditors & general ledgers.

EDUCATIONAL QUALIFICATION

- T.Y.B.COM from Nashik University.
- H.S.C. from Mumbai Board.
- S.S.C. from Mumbai Board.

COMPUTER KNOWLEDGE

- Tally 7.2 & 9 & ERP 9
- MS Office
- Internet , Email & Net Banking.

KEY SKILLS

Self Motivated, Hard working, Sincere, Positive Attitude, Adaptability and Eagerness to learn.

PERSONAL DETAILS

ADDRESS : 501, Samarth Krupa Co-Op Hsg Society, Sayani Road, Prabhadevi, Mumbai – 400 025
DATE OF BIRTH : 5th June, 1990
MARTIAL STATUS : SINGLE.
LANGUAGES KNOWN : ENGLISH, HINDI, AND MARATHI
INTEREST : Singing, Listening to music, Net Surfing etc.

Finally, I would be obliged to see a positive response from your side and I Promise to deliver my Performance at my Level Best.

Place – Mumbai

Date –