

SHIVANI RAVINDRA KHADAPKAR

Accounts Executive

Room no 205, 2nd Floor, Mayureshwar Apartment, kopar Dombivli - 421202
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OBJECTIVE

Looking for the job where I can show my Best Performance & Efficiency.
Learn the New aspect, so as to improve my Skill & Ability for the job offered to me .

JOB EXPERIENCE

1) Acro International LLP, Tardeo, Mumbai

Accountant Dec. 2016 to Till Date

- Prepare GST working.
- Filling GSTR 1, GSTR 3B and reconciliation
- Monthly TDS Payment and TDS return reconciliation
- Calculation and Filing of Professional Tax
- Knowledge about C Form & H Form.
- Making Export Quotation, Proforma, Sales Invoice and Packing List
- Knowledge about Export Documents
- Making Local Quotation, Proforma and Sales Invoice.
- Making Purchase order, Sales order in Tally
- Make Payments through NEFT, RTGS, IMPS by verifying documentation .
- Prepare Payment reminder.
- Maintain Attendance register & Prepare salary working.
- Maintain Petty Cash book.
- Bank Reconciliation on daily & monthly basis.
- Prepare Bank Stock & Debtor Statement for submission to Bank.
- Cordinate with Bank for Banking related works
- Cordinate with CA for any queries related works
- Handelling Personal Accounts
- Secures Financial Information by completing data base backups.

2) M.Shlok (MEDIA SHLOK ADVT AGENCY) MUMBAI

Accounts Executive JAN 2015 to Dec 2016

- Prepare Sale Invoices in Excel.
- Entering Sales & Purchase Invoices in tally.
- Updating accounting record in tally.
- Preparation of Cheques.
- Enter Receipts & Payment voucher in tally.
- Follow up for payment.
- Maintain Petty Cash book.
- Bank Reconciliation on monthly basis.
- Prepartion Service Tax sheet in Excel.

ACCOUNTANT SKILL

- Accounting
- Reporting Skills
- Time Management
- Deadline oriented
- Data Entry Management
- General Maths Skills

COMPUTER SKILL

- Tally ERP 09
- MS-CIT
- Advance Excel
- Outlook Express
- Internet Surfing / Browsing Email

EDUCATIONAL

- B.Com Mumbai University 2013
- H.S.C. Maharashtra Board 2010
- S.S.C. Maharashtra Board 2008

PERSONAL INFORMATION

- Date Of Birth - 2nd March 1992
- Citizenship - Indian
- Marital Status - Unmarried
- Language Known - English, Hindi, Marathi

(Shivani R. Khadapkar)