

## **Miss. Swati S Gundal**

Tanisha Building, Flat B-301, Plot No.9, Sector -04,  
Karanjade , Panvel, Navi Mumbai -410206  
Cell No:-9765899906 Email Id:-swati.gundal@gmail.com

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### **Curriculum Vitae**

#### **CAREER OBJECTIVES :**

To work with zeal and put to my efforts to achieve best result for the company and personal growth.

#### **1. Working with Joy Thomas Engineering Pvt. Ltd.**

Designation : Accountant  
Computer System : Tally ERP 9.0

#### **WORK PROFILE**

- PF and ESIC online Payment.
- PT Calculation, online Payment and online return filing.
- Bank Reconciliation
- GSTR1 and GSTR3B Return Filing.
- TDS calculation, online payment.

#### **2. Completed Internship program with Institute of Business Accounting.(Jan 2017 till Feb 2018)**

Duration : Jan 2017 to Feb 2018  
Designation : Accountant  
Computer System : Tally ERP 9.0

#### **WORK PROFILE**

- PF and ESIC online Payment.
- PT Calculation, online Payment and online return filing.
- Bank Reconciliation
- Monitoring daily Accounting work.
- TDS calculation, online payment and online return filling.
- Preparation of variance MIS reports.
- Income Tax and Advance Tax calculation.
- Computation of Income Tax
- Computation of Advance tax Liability.
- C ,E1,E2,F,H form Application.
- Preparation Form 16s

### **3. Worked in a Microchip Computer Services.**

Duration : Nov 2014 till Dec 2016  
Designation : Accounts Executive.  
Computer System : Tally ERP 9.0

#### **WORK PROFILE**

- Preparation of Debit Note/Credit Note.
- Preparing all types of documents related to Accounts
- Preparation of debtors list & follows for outstanding Payments.
- Preparation of Bank Reconciliation on daily basis.

### **4. Worked in a Asawa Insulation Pvt. Ltd.**

Asawa Insulation Pvt. Ltd. is the first company in India to manufacture Pre-Insulated Panels (PIR-Polyisocyanurate) and Accessories under the brand name of SMART Panels.

Duration : April 2012 till Feb 2014.  
Designation : Accounts Executive.  
Computer System : Tally ERP 9.0

#### **WORK PROFILE**

- Verifying Material Receipt Note & Purchase order with vendor invoices & bill passing.
- Sending RTGS/NEFT Form to HO for wire transfer.
- Checking of Tax implications as applicable and deductions thereon.
- After deductions of TDS and profession Tax monthly, sending chalans to HO for Online Payment.
- Follow up with Vendor for PAN details.
- Monitoring Customer accounts details for non payments, delayed payments other irregularities.
- Preparation of ETDS Statement.
- Profession Tax Return monthly Filing .
- C Form Application.
- Follow up for C Form.
- Preparing VAT & CST data sheet monthly for the purpose of return filing.
- Preparing data for MVat Audit Form 704.
- Interacting with internal and external auditors in completing the audits.

### **5. Worked in a Sonal Adhesives Ltd.**

"SONAL" is a leading manufacturer in India specializing in the manufacture BOPP self adhesive tapes. Experience in the production of BOPP Self Adhesive Tapes and Acrylic adhesives.

Duration : May 2008 till March 2012.  
Designation : Accounts Assistant  
Computer System : Busy Infotech 3.9

### **WORK PROFILE**

- Daily routine accounting work i.e booking Purchases Bills , Receipt and Payment, Journal entries.
- Preparation of Debit Note/Credit Note.
- Preparing all types of documents related to Accounts
- Follow up for C Form from Parties.
- Preparation of debtors list & follows for outstanding Payments.
- Professional Tax Return Filing.
- Preparation of Bank Reconciliation on daily basis.
- VAT/CST Return Filling
- Preparation of ETDS Statement.
- C Form & H Form Application.
- Assisting Seniors for Finalization of Accounts.

### **6. Worked in a Vipras Casting Ltd.**

Vipras Casting Ltd. Is a ISO16949:2002 plant specialization in manufacturing of Steel of various grades . Exporters of stainless steel alloy steel, steel ingots, seamless pipe.

Duration : Oct 2005 till Nov 2006.

Designation : Accounts Assistant

Computer System : Tally 7.2

### **WORK PROFILE**

- Assist with accounts receivable and accounts payable.
- Filing monthly invoices raised and receipts.
- Preparation of Debit Note/Credit Note.
- Daily updating Receipt & Payment transactions.
- Preparing all types of documents related to Accounts.
- Preparing Payment Vouchers

### **EDUCATIONAL QUALIFICATION**

Passed B.Com from Mumbai University in the year 2004.

Passed 10 + 2 Commerce from Mumbai University in the Year 2001.

Passed 10<sup>th</sup> from Mumbai University in the Year 1999.

### **COMPUTER PROFICIENCY**

Certificate in office Automation

Tally ERP 9, Busy Infotech

**PERSONAL DETAILS**

Father's Name : Shankar R. Gundal  
Date Of Birth : 4<sup>th</sup> June 1983  
Gender : Female.  
Marital Status : Single.  
Languages Known : English, Marathi , Hindi.

**PERMANENT ADDRESS**

D5/10, Arihant Garden,  
Laxmi Nagar, Khopoli 410203.

The above mentioned information is true and correct to the best of my knowledge

**Date :-**

**Place :- Panvel**

**Miss. Swati S. Gundal**