

# MADHURI RAUL

## CURRICULAM VITAE

Cont +91-9967720468  
madhuriraul98@gmail.com

### **PROFESSIONAL SKILL:**

- Accounts writing in Tally 9.0
- GST
- TDS
- Payroll Processing
- Payment Run
- General Ledger Reconciliations
- Accounts Payables.
- Journal Entries
- Intercompany and Inter account reconciliations
- Bank Reconciliation
- 15CA & 15CB

### **Academicals:**

**SSC** from Maharashtra State Board in the year 2012-2013 with 71.64% .

**HSC** from Maharashtra State Board in the year 2014-2015 with 67.54%.

**B.Com** (Bachelor of Commerce), from Mumbai University, in the year 2017-18 with First Class.

### **Professional:**

**Diploma in Accounting (Tally 9.0)** from CAD Computer Center affiliated from Mumbai Tally Academy.

### **Diploma in Computer & Typing**

Application MS-OFFICE  
English Typing speed 30 w.p.m.

### **Career Synopsis:**

- Accountant with over all 3 years' experience in Finance & Accounts.
- Confident in handling the customer and interacting with senior management.
- Ability to adapt well and perform under high pressure/ competitive environment
- Time Management
- Willingness to learn, team facilitator

### **Professional Experience**

**Current Employer – Mecords India Ltd.(Mfg.Co.)**Chembur as a **Account Assistant from March 2020 to till date**

**Job Profile : Account Assistant**

**Applications : Tally ERP, MS-Office**

### **Responsibility**

- Processing of All Import Invoices, Domestic Vendor Invoices for Raw Material purchase, Consumable, utilities and other Repair and Maintenance. Ensuring credit taken for duties and GST and Tax Deduction at Source.
- Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS.
- Processing of Advance Payment/Receipt and adjustment under GST ACT
- Preparation detail of reversed charged and adjustment under GST ACT
- Preparing of Challan for GST and Process online payment of GST
- Preparing Working GSTR 1 and GSTR 3B Report through Tally ERP 9.
- Preparing GSTR 3B Report through As per GST 2B Norm.
- E-Filling GSTR 1, and GSTR 3B, ITC 04 through online or offline both of method.
- Preparing Bank Reconciliation and Debtor Ageing Report Through Tally ERP 9.
- Creditors & Debtors ledger Scrutiny
- Deducting TDS as per different Rates and E-Payment of Challan 281.
- Preparing Salary Sheet of Employees.
- Computing TDS Liability on various Allowances and Perquisites.
- Preparing 15CA & 15CB
- Proficient in using MS Office Components (Word, Excel,)
- Working Knowledge of Excel formulas like V-look up, H-look up, If Command, Countif, Sumif, Pivot etc.
- Issue of Cheques and Payment Transfers as per requirements.
- Clearing of Bank Transaction in ERP System on Daily Basis so that All Bank Accounts operated by company can be reconciling on scheduled time.

### Soft Skills

- Microsoft Office.
- Tally, ERP 9

### Personal Details

Name: **MS. MADHURI  
PRAKASH RAUL**

DOB : **2<sup>nd</sup> June; 1998**

Marital Status : **Unmarried**

Language : **Marathi, Hindi,  
& English**

Hobbies : **Dancing & Music  
Listing**

#### **Present Address:**

101, SECTOR 18A, PLOT NO-165,  
KAVITA NIWAS, NERUL W –  
400 706

- Allocation of Bank Charges in to appropriate Expense Account.
- Enter all Debit Notes and Credit Notes.
- Making Report as per Management Requirement.
- Solve Auditors queries, Consult with Functional Consultant for Issue in discrepancy in ERP.

**Previous Employer – Shree Ginger Enterprises Ltd (Mfg.Co.) Work as a  
Junior Accountant from Nov 2018 to Jan 2020**

**Job Profile : Junior Accountant**

**Applications : Tally ERP, MS-Office**

- Issue of Cheques and Payment Transfers as per requirements.
- Clearing of Bank Transaction in ERP System on Daily Basis so that All Bank Accounts operated by company can be reconciling on scheduled time.
- Preparing Bank Reconciliation and Debtor Ageing Report Through Tally ERP 9.
- Processing of Advance Payment/Receipt and adjustment under GST ACT
- Preparation detail of reversed charged and adjustment under GST ACT
- Preparing of Challan for GST and Process online payment of GST
- Processing of All Invoices, Domestic Vendor Invoices for Raw Material purchase, Consumable, utilities and other Repair and Maintenance. Ensuring credit taken for duties and GST and Tax Deduction at Source.
- Applying C Form under Sales Tax Act

Notice Period : 1 month

**Date:**

**Place: Mumbai**

#### **DECLARATION:-**

I hereby declare that all information given in this application is true and correct to the best of my knowledge and belief.

**(MADHURI RAUL)**