

# TRUPTI SURVE

Head of Accounts Department at Right Channel Group

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## SKILLS:

- ★ Leadership Skills.
- ★ Evaluates the operations of the Accounting Department.
- ★ Customer Relationship Oriented.
- ★ Working knowledge of Ms-office and Medica (Accounting Software).
- ★ Good command on Ms-Excel and Tally ERP 9.
- ★ Typing Speed 30w.p.m.

## ACADEMICS:

- ★ 2014 – 2016 :  
Masters of Commerce (Mumbai University)
- ★ 2010 – 2013 :  
Bachelor of Commerce (Mumbai University)
- ★ 2010 :  
H.S.C. (Maharashtra Board, Mumbai division)
- ★ 2008 :  
S.S.C. (Maharashtra Board, Mumbai division)

## OTHER COURSES:

- ★ Diploma in Computer
- ★ Tally ERP 9
- ★ Typing Speed 30 w.p.m

## LANGUAGES:

- ★ English
- ★ Hindi
- ★ Marathi

## SUMMARY:

- Adept at Accounting with about 10 years of experience & currently working as Accounts Head along with some coordinating with purchase & Sales departments also.
- Assess to co-ordinate and work with different teams and analyze clients requirements.
- Passionate to update my knowledge and skills through continuous learning to maximize work efficiency.

## KEY ROLES & RESPONSIBILITIES:

- Accounting:
  - Responsible for maintaining daily accounting transactions.
  - Analyzing bank Reconciliation & Scrutinizing Ledgers.
  - Making various tax payments offline and online including MCGM, autoder, gras and other payments.
  - Preparing Sales MIS and cash flow statement on a monthly basis.
  - Handling petty cash and maintaining cash book and vouchers on a daily basis effectively.
- Audit:
  - Liaising with Auditors for Finalization of books of Accounts and Tax Filing.
  - Providing assistance to auditor during the course of audit.
  - Finalization of the Balance Sheet on internal basis.
- Accounts Payable:
  - Ensuring timely payment of all invoices.
  - Check specification sheet (Material and Rates with purchase order detail cost break up)
  - Supplier related solving all specification sheet related queries.
  - Query resolution of invoices and resolving the query with vendors.
  - Setup and maintenance of the vendor database.
  - Coordination with payroll department for salary payment to all the employees of the company
  - Preparing overdue statements.
  - Handling Slum existing dwellers for payment of handling SRA Tenants for Compensation.

## Relevant Experience:

Head of Accounts Department      Right Channel Constructions Pvt.Ltd.  
*April 2014 to till date*      Builders and Developers

It is a construction company which has completed 17 residential and commercial projects along with ongoing 9 projects including SRA projects.

## Contribution :

- Making various tax payments offline and online.
- Checking all the invoices adjustment done properly before the month closes.
- Ensured input and timely payment of all invoices for payment and completing accounts payable.
- Checking all the memo invoices adjustment done properly before the month closes.

- Check specification sheet (Material and Rates with purchase order detail cost break up)
- Solving all specification sheet related queries with all vendors.
- Rechecking of invoices and resolving the query with vendors.
- Setup and maintenance of the vendor database.
- Preparing overdue statements and Vendor scrutiny.
- Preparing and analyzing MIS reports for various projects and financial reports.
- Recording all the company expenses and continuously monitoring them.
- Preparing Sales Agreements.
- Preparation of Allotment Letters, Demand Letters, Reminder Letters, & Making follow-up with Customer for Payment & Adjusting their Receipts for Annexure wise.
- Workout costing and re pricing as per customer requirement.
- Passing customer credit invoice and following up for late payment and penalties.
- Interest calculation on late payment of customers as per demand.
- Vendor coordination for material purchase and supply of material.
- Coordinate with payroll functions of all the employees of the company

Accountant  
June 2013 to March 2014

Pyramid Technoplast Pvt. Ltd.  
Manufacturing Business

It is a professionally managed organization engaged in manufacturing and supplying a wide range of plastic containers, drums & barrels.

**Contribution :**

- Worked in TDS and Vat details.
- Providing support documentation for audit and solve queries of auditors.
- Processing invoices for payment.
- Worked in the Import Department.
- Taking orders from factories and coordinating with others for the same.
- Discussed and Finalized material with team lead and put orders.
- Follow for shipping services, containers and all other functions related to that.
- Enquiry in banks for LC.
- Making LC documents.
- Made Payment against LC.

Junior Accountant  
April 2011 to March 2013

Ator Healthcare Pvt. Ltd.  
Pharmaceutical Business

It is a semi-wholesaler of pharmaceutical products in the suburbs of the mega-metropolis of Mumbai.

**Contribution :**

- Maintained day to day accounting transactions.
- Checked Bank Reconciliation.
- Contacted banks regarding cheques clearing services.
- Provided documents for audit and solved auditor queries.
- Processed invoices for payments and completing accounts payable.
- Recorded all the company expenses and continuously monitored them.