

## **MS. ANITA ANIL NAWAR**

Dattguru Chawl, Tanaji Nagar, Kurar Village, Malad (E), Mumbai – 400097

**Contact Number:**8291689337, **Email-Id:** anitanawar543@gmail.com

### **CAREER OBJECTIVE:**

To work with the organization where I can exhibit my potential and grow with the organization.

### **WORK EXPERIENCE:**

**KAKKAD & CO (CA):** 20 November 2019 –Present

#### **Job Profile:**

1. Daily work on Tally ERP 9. (Voucher Entries – Sale, Purchase, Pmt., Rec. etc.)
2. Maintain day to day transaction in Tally ERP 9 software for company's directors accounts.
3. Bank reconciliation for banks of the company & proprietors.
4. Employees / Partners – Loans and Advance Record Maintain.
- 5 Preparing Sales & Purchase of GSTR-1 & GSRT 3B in Tally As per GST Norms.
- 6 File GSTR 3B and GSTR 1 Monthly.
7. Managing Petty cash Transactions.
8. Calculate Monthly salaries Client's Employees.
9. GSTR 2A Reconciliation and Follow up with supplier for Tax Credit Setoff.
10. Reconciliation of TDS 26AS Quarterly Basis.
11. Reconciliation of Debtors & Creditors on Monthly Basis.
12. Statutory Compliance PT, PF, ESIC & MLWF Calculate.
13. MIS Related Work.

### **PREVIOUS EXPERIENCE:**

**Miscot Pvt. Ltd: Back Office Executive,** 22 May 2014 –14 Aug 2018.

Job Profile:

- 1.Maintaining data in Excel with v-lookup & Pivot Table etc
- 2.Trim,upper,len,lower,midder etc
- 3.Operating computer and Internet, receiving and replying emails.
4. Answering phone calls of customer

**EDUCATIONAL QUALIFICATION:**

- B.com passed from University of Mumbai, 2019.

**COMPUTER SKILLS:**

- Proficient with Microsoft Office (MS Word, MS Excel & Powerpoint),
- Tally ERP 9
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**PERSONAL DETAILS:**

Date of Birth: 20 Jan 1996

Nationality:Indian

Gender : female

Marital Status:Single

Fathers Name:Mr. Anil Nawar

Languages:English, Hindi & Marathi. (Mother Tongue)

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:

Place: Mumbai

**ANITA ANIL NAWAR.**

