

Sarika Survase

Accountant - Maple Biotech Pvt Ltd MIDC Bhosari

Pune, Maharashtra - Email me on Indeed: [indeed.com/r/Sarika-Survase/eb90649562c294f4](https://www.indeed.com/r/Sarika-Survase/eb90649562c294f4)

Seeking a position to utilize my Skills & ability in the Accounts & finance Sector that offer professional growth in management as a resourceful, innovative & flexible and accomplish my goal by achieving organizations targets & head toward personal growth & developments.

WORK EXPERIENCE

Accountant

Maple Biotech Pvt Ltd MIDC Bhosari - January 2016 to Present

Responsibilities handled: -

- 1) Vat / CST Working with J 1 & J2 details with online Payments
- 2) TDS Working As per Sectionwise with online Payments.
- 3) Excise Working with payment
- 4) Service Tax Working with payment
- 5) Works Contract Working with payments
- 6) C Form Working
- 7) Professional Tax Working
- 8) Vat Audit Working
- 9) Vendor / Customers Reconciliation in SAP also ERP9
- 10) Bank Outgoing / Incoming entries In SAP
- 11) A/P invoice Booking
- 12) Cash Entries
- 13) Passing JV for Adjustments & Depreciation Entries
- 14) Bank Reconciliation.
- 15) New Accounts Creation In Sap i.e Customer, Vendor & General Ledger Accounts
- 16) Prepared a Tentative Balance Sheets
- 17) Co-coordinating for Internal statutory government Audits.
- 18) Debit & Credit Notes Entries in SAP Also ERP 9
- 19) Payroll Working

Tax Consultant

Market Yard - Pune, Maharashtra - August 2010 to December 2015

Responsibilities handled: -

- 1) Purchase & Sales Entries
- 2) Cash Entries
- 3) Bank entries With reconciliation
- 4) Debit / Credit Notes Entries
- 5) Vat / CST / Service tax / TDS/ Professional tax / C form working with online payments
- 6) Vat Audit Working
- 7) Depreciation Entries
- 8) Customer / Vendor Reconciliation

EDUCATION

Certified Industrial Accountant

Institute Of Computer Accountant
2015

PGDBM in Finance

Pune University - Pune, Maharashtra
2010

M.Com in Costing

Pune University - Ahmadnagar, Maharashtra
2010

B.Com in Costing

Pune University - Shirur, MAHARASHTRA, IN
2008

H.S.C

Maharashtra Board - Shrigonda, Maharashtra
2005

S.S.C

Maharashtra Board - Shrigonda, Maharashtra
2003

University / Board

SKILLS

Accounting (Less than 1 year), Engineer (Less than 1 year), SAP (1 year), Tally (Less than 1 year)

ADDITIONAL INFORMATION

Computer Skills: -

Sr.NO Course Name Marks/ Grade

1 MS_ CIT (Maharashtra State Certificate in Information Technology) 70%

2 DOA (Diploma in Office Automation) 78%

3 MDCE (Master Diploma in Computer Engineer) A+

Accounting Software Knowledge: - SAP, Tally ERP9, Autocom, Soham, & TrioXp