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**CAREER OBJECTIVES: -**

To pursue a challenging career in Account & Finance Area with enough scope for growth & learning.

**EXPREIENCE: -**

1) **The Raikon Constructions . Pune.**

Working as a Senior Accountant and Administrative period 01.10.20 to Still date

**Job Profile: -**

- Cash/Bank Transition.
- VAT/TDS/GST Working.
- Salary Working
- PF/ESIC/PT working
- Bank / Cash Reconciliation
- Bank and Cash Flow
- Monthly Bank and Cash Inflow and Outflow
- Handling Personal Accounts
- Working on All Personal Accounts P&L and Balance Sheet
- Working on Company Accounts P&L and Balance Sheet
- Sales and Purchase
- Drafting official letters
- Keeping records of Government Deposit/Refunds of bill
- Payment of Taxes online
- Online Banking
- Audit CA(Sale Tax Audit)
- Vendors Reconciliation and Ledger Scrutiny
- Labour Payments
- All Office Administration
- Handling their another firm Gargi Enterprises , Raikon Spaces & Raikon Infra accounts and related all works.

1) **Mansi Builders and Developers. Pune.**

Working as a Accountant and Administrative period 15.09.19 to 30.04.2020

**Job Profile: -**

- Cash/Bank Transition.
- VAT/TDS/ ST/GST Working.
- Bank / Cash Reconciliation
- Bank and Cash Flow
- Monthly Bank and Cash Inflow and Outflow
- Handling Personal Accounts
- Working on All Personal Accounts P&L and Balance Sheet
- Working on Company Accounts P&L and Balance Sheet
- Sales and Purchase
- Drafting official letters

- Keeping records of Government Deposit/Refunds of bill
- Payment of Taxes online
- Online Banking
- Audit CA (Sale Tax Audit)
- Vendors Reconciliation and Ledger Scrutiny
- Online Government Tenders Filling
- Working On Flat Agreement related works
- All Office Administration
- Handling their another firm Mansi Tours And Travels accounts and related all works.

## 2) **Jinal Corporation.**

Working as a **Accountant and Administrative** period 1.12.15 to 31.05.2019

### **Job Profile: -**

- Cash/Bank Transition.
- VAT/TDS/ ST/GST Working.
- Salary Working
- Bank / Cash Reconciliation
- Bank and Cash Flow
- Monthly Bank and Cash Inflow and Outflow
- Handling Personal Accounts
- Working on All Personal Accounts P&L and Balance Sheet
- Working on Company Accounts P&L and Balance Sheet
- Sales and Purchase
- Drafting official letters
- Keeping records of Government Deposit/Refunds of bill
- Payment of Taxes online
- Online Banking
- Audit CA(Sale Tax Audit)
- Vendors Reconciliation and Ledger Scrutiny
- Online Government Tenders Filling
- Working On Bank Guarantee
- All Office Administration
- Online tender submission

## 3) **Prabhu Engineering.**

Working as an **Accountant and Administrative** period 1.12.15 to Till Date

### **Job Profile: -**

- Cash/Bank Transition.
- VAT/TDS/ ST/GST Working.
- Bank / Cash Reconciliation
- Bank and Cash Flow
- Monthly Bank and Cash Inflow and Outflow
- Handling Personal Accounts
- Working on All Personal Accounts P&L and Balance Sheet
- Working on Company Accounts P&L and Balance Sheet
- Sales and Purchase
- Drafting official letters
- Keeping records of Government Deposit/Refunds of bill
- Payment of Taxes online
- Online Banking
- Audit CA(Sale Tax Audit)
- Vendors Reconciliation and Ledger Scrutiny

- Online Government Tenders Filling
- Working On Bank Guarantee
- All Office Administration
- Online tender submission

4) **Neel Water Service**

Worked as a **Accountant and Administrative** period 01.06.12 to 31.10.15

**Job Profile: -**

- Cash/Bank Transition.
- Vat/ST/TDS/PF working
- Bank / Cash Reconciliation
- Vendor Balance Confirmation Quarterly /Half Yearly & Yearly
- Weekly Report of CR/DR.
- Fund Utilization & Controlling
- Transporter/Vendor Payment.
- Sales & Purchase.
- Stock management.
- Manpower management
- Company Accounts P&L and Balance Sheet
- Maintaining Price list
- Making and Issuing Purchase orders/quotations.
- Payment of taxes Online.
- Salary Working
- Audit CA

5) **Jetking Aurangabad.**

Worked as a **Accountant cum Administrative** 01.07.06 to 30.12.09

**Job Profile: -**

- Cash/Bank Transition.
- Bank /Cash Reconciliation Statement.
- Maintaining Receipts & Payment record.
- Audit with Jetking HO
- Monthly Report of students
- Consoling
- Enrolment of students
- Library records maintaining
- Salary working
- Calling
- Back office work
- Stock Maintenance
- Event management In/Outside
- Advertisement
- Fees collection

**EDUCATIONAL QUALIFICATION:**

<b>Education</b>	<b>University</b>	<b>Year</b>	
B. Com.	Mumbai University	3 <sup>rd</sup> Year Appr.	

**OTHER ACTIVITIES:-**

**Computer Knowledge:** Tally ERP 9, MS Office (Excel, Word)

**PERSONAL DETAILS:**

Name : - **Moushumi Ganesh Marathe**

Date of Birth : - **3<sup>rd</sup> Jan 1975.**

Married Status : - **Married.**

Language knows: - **Marathi/ Hindi/English**

**(Moushumi Marathe)**