

RESUME

NAME:-Vinaya Rajaram Khedekar

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▪ **CAREER OBJECTIVE :-**

To utilize my talents to offer me a challenging opportunity and a scope for upward movement to Excel in the given task through hard work and dedication.

▪ **WORK EXPERIENCE :-**

1. WORKING with MAM Interiors Pvt. Ltd. As an Account Assistant
From Dec-2011 to Nov-2018(7 yrs)
2. PRESENTLY WORKING with J.K. Interior As an Account Executive From
Dec-2018 To Till

▪ **JOB PROFILE :-**

- Handling day to day accounting transaction in tally ERP 9
- Maintaining bank book, Ledger and Journal
- Reconciliation: Bank as well as Debtors/Creditors
- All bank related works like RTGS/NEFT, Loan, bank guarantee, Etc.
- Handling petty cash & Reconciled
- Preparation and e-filing of TDS statements
- TDS calculation, return file & online TDS payment
- Coordinating with bank and other related parties.
- Preparing outstanding statement & follow-up for payments.
- Working & Online payments of PF, ESIC, TDS and P. Tax
- Working on GST GSTR1, GSTR2, GSTR 3B and making the online payment
- Maintaining all book of account such as purchase, sale, bank, cash, journal, debit note and credit note.
- Preparing and filling sale invoice and voucher, handling receipts & payments.
- Preparing and releasing salary/ Salary Slip and attendance
- Timely renew the Policy, Insurance, Motor Insurance Etc.

- Checking and analyzing overall accounting in the system.
- Handling customer queries
- Communication with Clients and vendors for confirmation of Statement of Accounts.
- Vendor Management & payments.
- Handling & Solving notice related work (Sales Tax, Service Tax, GST ,Etc)
- Preparation of Final Accounts
- Assist With internal and external Audit.
- Preparation of Income Tax returns of Individuals, Firms & Companies
- Preparing financial statements like Cash/Bank trial, Cash Flow & Funds Flow statements and Final Accounts

▪ **EDUCATIONAL QUALIFICATION :-**

- Graduation (B Com) with Second Class from Mumbai University
- 12th Passed with Second Class from Mumbai University.
- 10th Passed with Second Class from Mumbai University

▪ **COMPUTER KNOWLEDGE :-**

- Microsoft Office.
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
- Corel DRAW.
- Photoshop.
- Tally ERP.9
- Internet.

▪ **PERSONAL DETAILS :-**

- **DATE OF BIRTH** : 06th July 1994
- **GENDER** : Female
- **NATIONLITY** : Indian
- **MARITAL STATUS**: Unmarried
- **LANGUAGES KNOWS** : English, Marathi, Hind

PLACE :- Mumbai

DATE :-

(Vinaya R. Khedekar)