

MANISHA G. PATOLE

303, Third Floor, Swami Sankul C.H.S. Near Jogani Industrial Estate, Sion-Chunabbhati, Mumbai - 400 022.

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## CAREER OBJECTIVES

To be associated with a progressive organization that gives me scope to utilize my knowledge skills to the optimum level and to be a part of the team that dynamically works towards growth of the organization. I have nearly 15 years of rich experience in accounting field especially direct & indirect taxes.

## Summary of Expertise Speciality & Strength

- Passing Entries in Tally/ERP
- Calculating and making Tds payments and filing quarterly returns/revised returns.
- Making foreign remittance.
- Vendor payments, Bank Reconciliation, Reconciling ledger accounts and resolving discrepancies, Preparing Monthly MIS reports.
- Preparing budgets v/s actual statement for income & expenses with analysis to Sr. Management.
- Preparing Budgets and Expense analysis reports for management
- Preparing and Maintaining Fixed Asset Register.
- Finalisation of accounts (Merged Trail Balance/P & L A/c, Balance sheet/Computation of income)
- Liasoning with Banks and Govt offices independently for various purposes.
- Handling Tds defaults and resolving same through resolutions in traces/revised returns.

## ACADEMIC BACKGROUND

Qualification	Board/University Year	Grade
B.Com (Financial Accounting)	Mumbai 2001	Second Class

GDCA(Government Diploma In co-operative society audit)	Mumbai 2005	Second Class
PGDFM (university)	Mumbai 2013	Second Class
MBA (FINANCE)	WELINGKAR 2017	Second class

## CAREER PATH

Organization	Designation	Duration
Forum Homes Pvt Ltd. (JV of Omkar)	Asst. Manager	April-2016- Till Date
Phonix Mills Ltd	Asst. Manager	Aug-2015 –Mar -2016
Phoenix Retail Pvt. Ltd.	Senior Executive	Aug-2011-July-2015
Benzerworld Retail Pvt. Ltd	Senior Executive	Feb-2007 –July-2011
Dinesh sales Corporation	Executive	April-2003-Jan-2007

## WORK EXPERIENCE

- Sale & Purchase entries Receipt & payment entries, Ledger scrutiny Vendor payments and Reconcillation, Handling Petty Cash payments.
- Calculation of Revenue sharing.
- Credit card and Cash recocilation.
- Bank Reconciliation and other bank related documentation.
- Gst Working calculations & Payment filling monthly return GSTR-1, GSTR-3B. GSTR-2B
- GST 2B Reconcialtion for filling return
- Foreign remittance Computing Tds Liability and payments, filing of Tds returns & Issuing certificates
- Manage Internal and Statutory audit. Handling sales tax & income tax assessments.
- Handling Defaults in Tds returns as per queries/Demands raised by CPC. Prepare customers booking MIS

- Prepare MIS of Joint Venture Partner Preparing Budget and analysis of Budget Vs Actuals.
- Preparing Trial Balance, P & L & Balance sheet. Project site related payment with Mis Preparing .
- Preparing Budgets and comparing with every year expenses
- Making & issue floorwise Demand Letter & money receipt.
- Follow up of buyer's collection.
- preparing scrutiny detailing for assessment.

#### TECHNICAL SKILLS /COMPUTER LITERACY

- a) Diploma in computer applications Ms-Office, Excel & Power Point.
- b) Diploma in tally 6.3 from V-Tech Computers.
- c) Typing speed in English 40 w.p.m & Marathi Typing 30 w.p.m

#### PERSONAL PROFILE

Name : Manisha G Patole  
Date of Birth : 30<sup>th</sup> Nov, 1980.  
Sex : Female.  
Marital Status : Married.  
Languages Known : English, Hindi and Marathi.  
Nationality : Indian.

Date:

Place : Mumbai

(Manisha G Patole)  
Reference as Required