**KALPANA B RAJPUT**

****8668374578  **** kalpmagic@gmail.com

Flat no. 306, Heera Height.,

Near Shiv Nagar, Sutarwadi-Sus Link Road, Sutarwadi, Pune. 411016.

**OPERATIONS PROFESSIONAL & OBJECTIVES**

Seeking challenging assignments across the **KPO/ITES/ Trading & Manufacturing Segment**

To work in a well-established firm with honesty and self determination

To become a valuable asset to the organization.

**PROFESSIONAL EXPERIENCE**

* **MAILHEM IKOS ENVIORONMENT PVT. LTD. Mar 2018 - Dec 2019**

[Lohthelier Group, France]

Solid Waste Treatement & Management

**Senior Account Manager**

* **E-SQUARE LEISURE PVT. LTD, PUNE Feb 2006 – May 2009**

[Ganatra Hotels Group & E-Square]

*Hotels, Sky Catering,Sky Catering & Construction*

**Account Manager**

* **CHINIWALA’S PVT. LTD, PUNE Mar 1998 – Jan 2006**

[Chiniwala’s Group]

Manufacturing and Servicing

**Account Manager**

* **SRI SAI AGENCY, PUNE Dec 1996 – Feb 1998**

[Philips India Ltd.]

 P & F agency

**Assistant Account Manager**



* **Specialization in Accounts, Finance, Banking**

**Platforms – Tally, SAP**



**EXPERIENCE IN**

* **Monthly / Quarterly / Annual Closing of Accounts Related Activities**Cash flow
Compliance with statutory requirements
Balance sheet finalization

Profit & Loss finalization –Monthly & Quarterly

Advance Tax Calculation

* **MIS**
MIS with Account analysis of variances for ratio analysis and comparative analysis

Business Plan
Monitor actual expenses against the budget
Receivable Control and related MIS
Capex Accounting / Asset Account Management

* **Payment** **processing / Vendor Scrutiny**
Manage vendor payments processing, employee reimbursement,
 Accounts receivables/ payables
Periodic reconciliation of Vendor / Customer Account
General Ledger Scrutiny
* **Audit**

Ensuring timely completion of Statutory Audit and Internal Audits
DD Audit

Bank Stock Audit.

VAT Audit.

GST Audit.

* **Banking**

Foreign Exchange remittance.
Banking-Cash Credit renewal,

Bank Guarantee

Letter of Credit. & other related work
RTGS & NEFT

ECB, Stock Report, HOS, QOS, UCFC Report

* **Taxation**

Income Tax, Advance Tax, MAT, TDS & TCS

PF, ESIC, PT, MLWF

GST, Sales Tax, CST, Excise, LBT ,Luxury Tax

* **Assessment experience in VAT, Sales Tax, CST , Excise & Income Tax**
* **Audit experience with PWC.**

**EDUCATIONAL CREDENTIALS**

* **Bachelor of Commerce 1992**

Brihan Maharashtra College of Commerce [B.M.C.C]

Pune University

* **H.S.C (Commerce) 1989**

Pune Board

* **S.S.C 1987**

Pune Board

* **Skills**

MS Office, Tally, SAP in initially stage



**PAN Card No. : BAAPP4048J**

**Date of Birth :** **04 March 1974**

**Language Proficiency :** **English, Hindi and Marathi**

**Marital Status : Married**

**Availability : No Notice Period**

