

MANASI H. SALKAR

ACCOUNTS EXECUTIVE

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OBJECTIVE:

To obtain a challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge.

WORK EXPERIENCE:

Accounts Executive

June 2021 – Till Present

Cartafine Worldwide Pvt. Ltd.

- Preparing GST Working & Reconciliation, GSTR1 filing.
- Handling vendor payments and preparing tax invoices.
- Performed multiple functions of Accounting, Bank Reconciliation, Delivery Challan & E-Way Bill preparation.

Software Used: Tally & Focus 9

Accounts Executive

January 2020 – September 2020

Autopack Machines Pvt. Ltd.

- Preparing GST working & reconciliation.
- Handling vendor payments.
- Performed multiple functions of accounting & Bank reconciliation.

Accounts Executive

July 2018 – November 2019

K S Shah & Co. Chartered Accountant

- General accounting.
- GST filing & reconciliation.
- TDS filing & calculation, timely payment of PF, PT, TDS.
- Bank Reconciliation, compiling & consolidating monthly financial statements.

Accounts Executive

October 2016 – October 2017

Tausif Shaikh & Co. Chartered Accountant

- General accounting.
- Preparation of Balance sheet and Profit & Loss Statement of Proprietors.
- TDS working.

ACADEMIC DETAILS:

Master of Commerce, Mumbai University (2020)

Bachelor of Commerce, Mumbai University (2015)

H.S.C in Commerce, Mumbai University (2012)

S.S.C, Mumbai University (2010)

CERTIFICATIONS:

MS-CIT with Grade A

Tally ERP with Grade A

M.S.C.E (English Typing) with Grade 'A'

STRENGTHS:

- Ability to carry on responsibility well.
- Result Driven
- Strive for Success and Growth
- Energetic, enthusiastic, positive, self-motivated.

PERSONAL DETAILS:

Date of Birth: 01st July 1994

Languages Known: English, Hindi, and Marathi

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