

CURRICULUM VITAE

Vandana Ashok Vishwakarma

Citizenship: Indian ▪ Date of Birth : 27,February 1993

Marital Status: Single

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CAREER OBJECTIVE

To work and grow in an environment where performance is rewarded with new responsibilities and challenges. Prove myself to be an asset to the organization and the team by making maximum use of the resources available.

WORK EXPERIENCE SUMMARY

- I have 8+ years and more experience in Accounts and Finance as below described
- Worked as Account assistant in **C. V. Pabari & Co. (Chartered Accountants Firm)** (May 2013 to sep 2015)
- Worked as Account assistant in **Vikay Mining Equipment. (Imports & exports)** (Oct 2015 to Dec 2016)
- Worked as Accounts Executive in **Goldmohur Design & Apparels Parks Ltd (Manufacturing & Trading)** (Jan 2017 to Oct 2019)
- Currently Working as Executive- Accounts in **Indiana Conveyors Private Limited (Manufacturing Company, bulk Material equipment system)** (Nov 2019 to till date)

KEY SKILLS (Job Profile)

- Monthly GST Reconciliation (GSTR2A/2B), follow-up with vendor.
- Monthly GST Returns, GSTR 1 and GSTR 3B, GST Payment
- Monthly TDS Reconciliation, Payment, Returns, Form 16A.
- Monthly MIS preparation,
- Daily Bank Reconciliation
- Monthly Closing entry (Prepaid Transfer, Interest Receivable provision, Inter company Reconciliation, Month end expenses provision, etc)
- Preparation of Balance sheet and Profit & loss Accounts, Tax Audit.
- 26AS reconciliation with Books of accounts.
- Inter Company Reconciliation.
- Vendor Ledger Reconciliation
- Accounts Payable after verification of Invoices/Documents, Ageing analysis
- Accounts Receivable and set- off against Invoices, Ageing analysis
- TCS collection.
- Salary Accounting and processing of staff/workers.
- GRN checking for short or excess received material.
- Doing Complete Accounting Entries of Sales, Purchase, Expenses, Journal, Debit & credit note, provisional expenses entries, prepaid expense, accrued income.
- Bank Guarantee knowledge.
- Monthly stock submission to Bank for working capital.
- Internal audit.

- Handling Income tax Rectification/order/Intimations u/s 143(1) & 154/notice.
- Individual return filling

PROFESSIONAL EXPERIENCE

Professional Experience:

Job Profile In Summary:			
Accounts& Finance	Audit	Taxation	
		IncomeTax	GST
1. Preparation of Books of Accounts of Company, Proprietorship. 2. Preparation of Financial Statement Viz Balance sheet & Profit & Loss A/c, Notes to Accounts for Income tax Audit & Internal Audit purpose.	1. Income Tax Audit. 2. Statutory Audit 3. Internal Audit	1. Preparation of Details to be submitted to IT Dept for Scrutiny & Assessment Purpose. 2. Computation & filling of Income tax returns of Individual, Private Limited Companies.	1. Preparation & filing of GSTR 1 and GSTR 3B 2. Working of ITC credit, payment for RCM under GST. 3. GSTR 2A/2B reconciliation.

Experience Summary:

- Able to manage team member efficiently and bring about their co-ordination in various work processes
- Have comprehensive knowledge on various accounting practices and procedures
- Introduced new work processes which improved work efficiency

General summary:

Good Team Player, Functional Leadership and communication skill, ability to work under pressure. Desire and willingness to learn new and deliver results in a timely manner

- Good Communication skills
- Computer skills that include hands on MS office excel, MS word, MS PPT, Tally ERP, internet etc.
- Good Analytical and mathematical skill.
- Good Management, organizational skill, problem solving abilities.

EDUCATION

Year	Academics	College University/Board	Percentage
March 2008	SSC	Laxman Vidyalaya, Dahisar (East)	82.00%
March 2010	HSC	Royal college (Miraroad)	81.33 %
March 2013	B.com	Royal college (Miraroad)	78.77%
Aug 2014	M.com part –I	Kalina university	2 nd Class
Aug 2015	M.com part –II	Kalina university	2 nd Class
2014	CPT & IPCC	CA Institute	CPT paased & Ipcc appeared (discontinue)

TECHNOLOGY SUMMARY

Packages: Ms- Word, Ms.-Excel, V-lookup, Ms Power point, MSCIT From SIIT Institute, Internet Surfing, E-mail.

Operating System: Windows 10, Taxbase Lan Software (Direct Tax),syntex tds software, SAG infotech.

Accounting Packages: Tally 7.2, Tally ERP 9, Tally Prime.

PERSONAL DETAILS**Activities and Interests:**

listening Music, Reading.

Language Known:

English, Hindi, Marathi, Gujarati

REFERENCES: Will be provided on demand.

DECLARATION: I hereby declare that the above information is true to the best of my knowledge.