

CURRICULUM VITAE

Vandana Ashok Vishwakarma

■ Citizenship: Indian ■ Date of birth: 27, February 1993 ■ Marital Status: Single

Email: vishvandana027@gmail.com ■ Mob: +91 8655889272

Address; - Miraroad East, - 401107

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 11 years and more experience in accounts and finance as below described
- Working as Executive Accounts in **Indiana Conveyors Private Limited (Steel Manufacturing bulk material handling equipment system)** (Nov 2019 to present)
- Worked as Accounts Executive in **Goldmohur Design & Apparel Park Ltd (Textile Manufacturing & Trading)** (Jan 2017 to Oct 2019)
- Worked as Account assistant in **Vikay Mining Equipment. (Imports & exports)** (Oct 2015 to Dec 2016)
- Worked as Account assistant in **C. V. Pabari & Co. (Chartered Accountants Firm)** (May 2013 to Sep 2015)

KEY SKILLS (Job Profile)

- Preparing Monthly MIS.
- Preparation Monthly Cash Flow Statement.
- Managing and controlling day to day accounting & month/year end closing entries in accounting Software. (Prepaid Transfer, Accrued Interest provision, Inter-company Reconciliation, Month end expenses provision, etc)
- GSTR 2A/2B reconciliation and follow- up with creditors for mismatch & non uploading.
- TDS deduction as per Governments Norms, working in excel, making payments, Return Filling and TDS certificates process (Form 16A).
- Prepare age-wise Accounts Receivable/Payable Report (Ageing analysis)
- Bank Reconciliation.
- Entering Wages and Salaries in tally after checking & sending to Bank.
- Bank Guarantee processing with Bank and verifying the charges.
- Scrutinize bank advices/bank statements for commissions/interest etc.
- Monthly stock submission to Bank for Monitor Drawing Power on CC Account.
- Processing vendor invoices for all purchases of goods and Checking & Verification of bills, supporting documents, GIN, relevant approvals, Purchase orders etc.
- GSTR 1 and GSTR 3B working in excel & filing and making payment.
- Preparation of Balance sheet and Profit & loss Accounts, Tax Audit.
- Debtors & Creditors reconciliation (Ledger Scrutiny) & follow-up of Outstanding any other Accounts Related Activity as allocated by Management

- To ensure balance confirmation from Debtors & Creditors on half yearly basis & year ending closing basis.
- 26AS reconciliation quarterly with books of accounts.
- Booking Sales, Purchase, Bank Payment & Receipt entry & Journal Vouchers, Debit note, Credit note, provisional expenses entries, prepaid expense, accrued income.
- Preparing the Bank cheques book & Handling Petty Cash updating supporting, Approvals.
- Handling Internal & Statutory auditors and solving accounting queries.
- Payment of PF, ESIC & PT & making Challans as monthly basis.
- Help to GM Finance for Assisting in Tax Audit data, Finalization of accounts, sales tax assessment, Income tax Assessment.
- Maintaining the Fixed asset register and calculating the Deprecation and passing entry in tally.
- Working in Tally 9 ERP Package & using the salary & TDS software, GST software.
- Yearly Renewals / Review process, Quarterly, Monthly MIS review with Bank for OD / CC Limits.
- Handling Income tax Rectification/order/Intimations u/s 143(1) & 154/notice.
- Individual return filling.

PROFESSIONAL EXPERIENCE

Indiana Conveyors Pvt Ltd

Executive Accounts – November 2019 to Present

Industry: Manufacturing bulk equipment material handling system, Conveyors.

Key Result Areas:

- Preparing Monthly MIS.
- Doing Month closing entries i.e. Provision of expenses, Interest receivable, Prepaid transfer, cost centre checking, etc.
- Managing and controlling day to day accounting entries in accounting Software.
- Daily Bank Reconciliation/Cash Flow send to management for fund planning.
- Monthly Preparing age-wise Accounts Receivable/Payable Report (Ageing analysis)
- Monthly stock submission to Bank for working capital/CC Limit
- TDS working, payment & returns filing & TDS certificate process (Form 16A).
- Salary processing of staff/workers.
- Preparing Bank Guarantees and Maintain excel data with charges calculation which is debited by Bank and Margin Money.
- Assisting in Internal & Statutory audit and data provide to auditors.
- Preparing Banking requirements data as and when required by Bank, handling Bank stock audit.
- Yearly Renewals / Review process data preparing for Bank for Cash Credit Limits and other benefits used by company.
- Preparing Tax Audit data, Finalization of accounts.
- Quarterly 26AS reconciliation and following with Debtors & Creditors.
- GSTR 2A/2B Reconciliation and follow- up with creditors for mismatch & non uploading.
- Preparing data required for Care Ratings.
- Providing data required for ROC work.
- Handling Income tax Rectification/order/Intimations u/s 143(1) & 154/notice.
- Working in Tally Prime.

Goldmohur Design & Apparel Park Limited, Mumbai

Accounts Executive – January 2017 till October 2019

Industry: Manufacturing & Trading of Textiles

Key Result Areas:

- Booking of Entries of Journal, Debit & credit note, provisional expenses entries, prepaid expense, accrued income.
- Quarterly 26AS reconciliation and following with Debtors & Creditors.
- To calculate and GST Pay & Filling the GSTR1 And GSTR 3B proper taking correct and available set off.
- Monthly GIN report checking and follow-up with store department for Invoices.
- Prepare TDS data, TDS Payment & maintain TDS Records and File the TDS return in software.
- Payment Requisitions- Check all Payment Requisitions at the time of Payment as per Checklist Points.
- Audit Work- Support Audit Work.
- Ledger Reconciliation- Half yearly Customer & Vendor Ledger Reconciliation and follow-up for balance confirmation.
- Help to DGM in Tax Audit data, Finalization of accounts, sales tax asst, Income tax Asst.
- Reporting to DGM.
- Weekly follow-up for debit & credit balance of Creditors and Debtors with respective department.
- Maintaining Fixed Assets register.
- Working in Tally ERP 9.0

Vikay Mining Equipment

Accounts Assistant – October 2015 till December 2016

Industry: (Exporter of Mining Equipment)

Key Result Areas:

- Booking Sales, Purchase, Bank Payment & Receipt entry & Journal Vouchers, provision entries at closing.
- Preparing the Bank cheques book & Handling Petty Cash updating supporting, Approvals.
- Bank payments every 2 days of the week, clearing expenses vouchers the same day & Weekly conveyance checking, with supporting.
- Checking Sales Order, P.O approvals, O/S balance of suppliers, employees, deposits -other parties etc.
- Preparing Proforma Invoices.
- Handling ISO audit requirements.
- Follow-up for Shipping bill copy from CHA.
- Handling Auditors and solving accounting queries.
- Working of T.D.S in excel & software & making Challans filing of Returns.
- Working of Sales Tax & Vat in excel & making the VAT & CST Form.
- Help to senior for Assisting in Finalization of accounts, sales tax asst, Income tax Asst.
- Debtors & Creditors reconciliation & follow-up of Outstanding, Any other Accounts Related Activity as allocated by Management.
- Maintaining the Fixed asset register and calculating the Deprecation and passing entry in tally.
- Working in Tally 9 ERP Package & using TDS software.

C.V Pabari & Co.

Accounts Assistant – May 2013 till September 2015

Industry: Chartered Accountants Firm

Key Result Areas:

- Maintaining clients Books of Accounts in Tally, Sales, Purchase, Bank Payment & Receipt entry & Journal Vouchers, provision entries at closing Bank Reconciliation.
- Working of TDS Returns, payment, Reconciliation, Rectification, TDS certificate, Tax Payments.
- Working in Tally 7.2 Package & Accounting Software.
- Handling Internal Audit & statutory audit.
- Filing individual returns, Company returns, Tax Audit report.
- Preparation of Balance sheet & Profit & loss Account, Tax audit report.
- Solving accounting queries with seniors & client.
- Working of Sales Tax & Vat in excel & making the VAT & CST Form.
- Help to senior for Assisting in Tax Audit data, Finalization of accounts, sales tax asst, Income tax Asst and PF / ESIC inspection.
- Visited to Income Tax department & Sales Tax department regarding Notices/order raised with reply of notice/order.
- Reporting to CA & senior.

Experience Summary:

- Able to manage team member efficiently and bring about their co-ordination in various work processes, problem solving abilities.
- Ability to learn quickly and apply that knowledge
Ability to multitask and work efficiently and effectively to meet required deadlines

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 passed & IPCC appeared (discontinued)

TECHNOLOGY SUMMARY

Packages: Ms- Word, Ms.-Excel, V-lookup, Ms Power point, MSCIT From SIIT Institute, Internet Surfing, Operating System: Windows 10, Taxbase Lan Software (Direct Tax), syntax tds software, SAG infotech. Accounting Packages: Tally 7.2, Tally ERP 9, Tally Prime, Geneus.

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