

Sakshi Sanup Gurav

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Objective

To seeking the challenging job into the field of Accounts with reputed organization where my Education, Training, Skills & Experience can be a positive contribution to company, with stimulating work environment.

Summary

- ❖ Worked as Assistant Manager Accounts with Skystar Buildcon Pvt. Ltd. (SUNTECK) from 21st Jan 2021 to 30th Jun 2021

Job Profile

- Recording day to day transaction in Tally/ERP
- Checking of Contractor RA Bill and Purchase bills as per SOP
- Monthly Bank Reconciliation
- Making MIS as per requirement of Seniors
- SFDC realization and receipt realization of collection account
- Co-ordination with Sales Department for query relating to collection from client
- 26AS reconciliation

- ❖ Worked as Assistant Manager Finance & Accounts with M/s Man Group from 20th April 2010 to 21st May 2020

Job Profile

- Bank Reconciliation on daily basis
- Checking of Demand Notice receive from Sales Department
- Preparation of data for GST payments & Return working
- Monthly TDS payments & Quarterly E-TDS Return working
- Monthly Profession Tax payment & Returns
- 26AS Reconciliation
- Purchase Entries of Raw Material / Expenses & Services
- Releasing vendor payment
- Posting all expenses payment entries & Receipt entries
- Preparation of Creditor Outstanding Report
- Assisting seniors at time of finalization
- Preparation of Daily Bank Position Report
- Preparation of other MIS reports required by Seniors (Advance received from Customers, Monthly expenses report, Item wise material purchased report, Creditors outstanding report)

- ❖ **Kuoni Travel (India) Pvt. Ltd.**

Worked as Team Member-Accounts Payable in Kuoni Travel (I) Pvt. Ltd. (Shared Service Centre) From 13th August 2007 to 17th April 2010

Job Profile

- Working on SAP Version ECC 6.0(FICO)
- Responsible Vendor Managements Department. Reporting to TL and GM
- Booking suppliers Invoices & timely making payments. (Indian & foreign suppliers)
- Verification of Foreign Currency & Indian Currency before processing payment
- Co-ordination with bank, branches & business finances

- Verification of liability for conveyance/Visa. In case of staff & clearing through cash payment voucher
- Preparation of Creditors Ageing on monthly basis
- Preparation of Staff Imprest ageing on monthly basis
- Monthly finalizing cash reconciliation report across branches
- Maintaining DMS daily report & user wise productivity report
- Other Miscellaneous work as and when required by seniors

International Project (UK)

- Booking of Liability through AS400 and as per the Contract
- Vendor Reconciliation

❖ Texport Syndicate India Ltd.

Worked as a Jr. Accounts Officer in Texport Syndicate India Ltd. from 16th December 2005 to 10th August 2007.

Job Profile

- Releasing vendor payment
- Reconciling Parties outstanding Payments
- Scrutinizing the ledger during finalization

❖ Chetna Print Pack

Worked with **Chetna Print Pack** from 1st August 2002 to 14th December 2005 as an Account Assistant.

Job Profile

- Sales & Purchase Entries of Raw Material / Expenses & Services
- Bank Reconciliation
- Reconciliation of Sundry Debtors & Creditors.
- Maintained Weekly reports like Creditor's list for payment issue and Reporting to seniors - Monthly Expenses Sheets

Qualification

Education Qualification : B. Com (Mumbai University)

Knowledge of Computers : Tally ERP9, SAP Fico, Visual Fa, Focus 6, MS office

Personal Details: -

Date of Birth : 15th May, 1980

Marital Status : Married

Language's known : Marathi, Hindi, English

Residential Address : 8/11, Piramal Smurti CHSL, Piramal Nagar Goregaon W. Mumbai 400104

Date:

Sakshi Sanup Gurav