

RESUME

PALLAVI A. GAITONDE

Objective:

To use my knowledge and experience to perform quality work with dedication.

D. O. B : 26th JUNE 1993

EMAIL ID : pallavi.gaitonde26@gmail.com

MOBILE NO : 7039072917

Permanent Address :

B/2/20, Shree Ram Kapuas Society,

Kamgar Nagar, Kurla (east),

Mumbai -400024

Key Skills :

Good Communication skills, Willingness to learn, optimistic, team – player, Sound knowledge of Statutory Compliances incl. Income tax, GST and Companies Act, Well- versed with Accounts and Accounting Standards.

Work Experience:

- Worked with **Ditech Solutions Pvt Ltd** in Powai from December 2016 till May 2017 (**6 Months**) as a Process Associate
 - Tagging of Financial Statements using US GAAP.
 - Timely submission and report to the Team Leader for the work completed.

- Worked with **Shridhar L. Mirani & Co - Chartered Accountants** in Vikhroli from July 2017 till May 2018 (**11 months**) as an Accountant.
 - Tagging of Financial Statements and uploading on MCA site using IND GAAP for XBRL.(Software : Webtel)
 - Follow-up with Client Entity for timely completion of the work assigned.
 - Worked for the clients Edelweiss and its Associated Companies, etc.
 - Well-versed with Tally and Excel.
 - Well-versed with GST. Independently handled GST calculations with timely filing of GSTR1 & GSTR3B returns.

- Worked with **Vinay Sanjay & Associates – Chartered Accountants** in Andheri from August 2018 to December 2019 (**16 months**) as an Audit and Account Executive.
 - Independently handled Audit of Private Ltd Companies and Trust till Finalization.
 - Efficient in maintaining Accounts of Companies and Individuals.
 - Handled IT Returns of Individuals.
 - Handled IT Returns and Tax Audit submissions of Private Ltd Companies.
 - Assisted in all GST Filing including GSTR 9 with yearly GST reconciliations
 - Assisted in TDS returns.
 - Assisted in Bank Audit of Union Bank and South Indian Bank.
 - Sound knowledge of Income-tax rules, Companies Act, GST regulations and TDS compliances.

- Worked with **Daman Polythread Pvt Ltd** in Lower Parel from January 2020 till 22nd Feb 2022 (**26 months**) as Account Executive.
 - Handling accounting responsibility of Daman Polythread Pvt Ltd as well it's sister concern Sahil Plastics Pvt Ltd.
 - Booking all the sales and purchase invoice with respective tagging of SO and PO in Tally ERP Software.
 - Accounting of all Receipts and Payment in Tally ERP with Bank Reconciliation.
 - Handling payment to Creditors with respective tagging of Bills.

- Handling Party Outstanding in coordination with Sales (Pan India) for timely clearing of Pending Bills.
- Independently handling TDS and GST workings for the respective month.
- Making Purchase Orders in Tally ERP as per Indent and mailing it to the stores department.
- Preparation of FORM 16 of Employees.
- Handling Inward remittance from conversion to receiving the payment as per the prevailing rate.
- Handling Export Documentation, Submitting Export Documents to Bank and BRC related work.
- Assisted in Stock Audit.
- Assisted in Finalization of Books.

Educational Qualification:

M.COM (Part 1 & 2): From S.I.E.S College of commerce and economics
Year of passing 2015-16 with 70% from
Mumbai University.

B.COM: From S.I.E.S college of commerce and economics
Year of passing 2013-14 with 77.07% from
Mumbai University.

H.S.C: From Swami Vivekanand Junior College,
Year of passing 10-11 with 80.50% from
State Board.

S.S.C: From General Education Academy,
Year of passing 2008-09 with 78.61% from
State Board.

Additional Qualification:

- Successfully cleared CPT in 1st attempt.
- Studied CA-Inter and scored exemption in Accounts.

Computer Knowledge:

- MS-Office [in hand experience]
- Tally ERP 9 [in hand experience]
- Tally Prime ERP [in hand experience]
- Excel [in hand experience]
- WINMAN Software for IT Return, TDS and GST Filing [in hand experience]

Personal Details:

Gender	: Female.
Marital Status	: Unmarried.
Languages known	: English, Hindi, Marathi.
Hobbies	: Exploring new places and Learning Dance.

Yours sincerely,
PALLAVI GAITONDE