

➤ **PROFILE SUMMARY**

- Offering over 2.5 years of experience in **ACCOUNTS**
- To achieve excellent career growth, keeping the organization interests above that of mine by hard work & effective utilization of resources
- To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.
- Experience in preparing reports and handling complete backend activities smoothly
- Experience in assisting and supporting day to day operations for the organization

➤ **CAREER OBJECTIVE:**

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and work in a team.

➤ **EDUCATION BACKGROUND:**

Course / Degree	Institute / Board	Year of Passing	Percentage
B.Com	South India welfare society college (S.I.W.S)	2023	68.00%
H.S.C	South India welfare society college (S.I.W.S)	2020	61.00%
S.S.C	Shree Sanatan Dharma High School	2018	69.00%

➤ **EXTRA QUALIFICATIONS**

- Tax Accountant
- Completed successfully MS Office – Basic Computer Course (MS Word, MS Excel etc.)
- Advanced Microsoft Excel – VLOOKUP, HLOOKUP , Pivot tables & other functions.
- Accounting software knowledge - Tally Prime

➤ **Skill**

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- Knowledge of basic Accounts
- Pass the entries of Sales/Purchase/Journal/Debit Notes/Credit Notes/Payment/Receipt / Contra.
- Preparation of Bank reconciliation on a Daily Basis.
- Handle Accounts Payable and Receivable
- TDS Working & Making TDS Payment and Filing TDS Return ,TDS Reconciliation
- GST Return Filing (GSTR-1,GSTR-3B GSTR-9 , GSTR-9C AND RECO GSTR-2B WITH BOOK)
- Ledger Reconciliation Of Debtors and Creditors

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## ➤ Experience

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### ❖ RR Shipping Pvt Ltd .

**From (May -2023 – Aug – 2023)**

as an Accounts Assistant

key Responsibilities: -

- Passing day to day accounting entries.
  - RECO GSTR-2B WITH BOOK
  - Preparation of Bank reconciliation on a Daily Basis
  - Ledger Reconciliation Of Debtors and Creditors
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### ❖ SBW Logistics Pvt Ltd

**From (Oct -2023 -Jan -2025)**

as an Jr - Accountant

key Responsibilities: -

- Pass the entries of Sales/Purchase/Journal/Debit Notes/Credit Notes/Payment/Receipt / Contra.
  - GST Return Filing (GSTR-1,GSTR-3B, RECO GSTR-2B WITH BOOK)
  - TDS Working & Making TDS Payment and Filing TDS Return ,TDS Reconciliation
  - Preparation of Bank reconciliation on a Daily Basis.
  - Handle Accounts Payable and Receivable
  - Bill Follow-up with vendor
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### ❖ Ambros World Foods

**From (Mar -2025 – present )**

as an Accounts Executive

key Responsibilities: -

- Pass the entries of Sales/Purchase/Journal/Debit Notes/Credit Notes/Payment/Receipt / Contra.
- GST Return Filing (GSTR-1,GSTR-3B, RECO GSTR-2B WITH BOOK)
- TDS Working & Making TDS Payment and Filing TDS Return , TDS Reconciliation
- Handle Accounts Payable and Receivable (Net Banking Payment)
- Prepare E-way bill
- PT Working

## **COMPETENCIES**

- Quick learner & adapts well to changes and pressure in work place
- Managing relationships & working efficiently with diverse groups of people
- Committed to meeting deadlines and schedules

## ➤ Personal information

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## **LANGUAGES KNOWN**

Marathi , Hindi , English (Speak, Read, Write)

**HOBBIES**

Listening Music

**DATE OF BIRTH**

06<sup>th</sup> May, 2002

**DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge.

Navi Mumbai