

RESUME

Name: Sukhada Ajit Padwal

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Career Objective

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work

Summary of Skills and Experience

Have 3 years experience in Accounts , Finance & Audit . Import & Export Documentation, Preparation of Monthly, Quarterly & Annual Financial Statements,. Assisting in Statutory Audit. GST, TDS , PT return filling . Employees reimbursement, Vendors payment & managing Banking transactions.

Education Qualification

- Appearing M.Com post graduate from Mumbai University (Distance Learning)
- B.Com graduate from Mumbai University in March-2018 securing 1st class
- H.S.C. from Maharashtra State Board in Feb-2014 securing 1st class
- S.S.C. from Maharashtra State Board in March-2012 securing 1st class

Organizational Experience

Working with Tatsuno India Private Limited (subsidiary of Tatsuno Corporation ,Japan) As Executive – Finance and Accounts From 10th Dec’2018 To Till date.

JOB PROFILE :

- Handling & Maintaining Goods and service tax records (Returns, Input/ Output registers, Input reconciliation etc.).
- Maintain statutory Payments & Filling Returns (GST & TDS,PT,PF,LWF Etc)
- Ensure an accurate and timely monthly, quarterly, and assist in year end closing.
- Preparing MIS reports on a monthly as well as Quarterly basis And ensure the timely reporting of all financial information to immediate superior.
- Maintain daily Corresponding, filings etc.
- Assist for Preparation Of annual Audit Reports (Audit Statements, P&L Account & Balance Sheet)
- Assist & preparation of documentation for all audits , assessments , scrutiny’s of sales tax, Income tax & Profession tax etc.
- Regular Payment to Sundry Creditors, Maintain receipts from sundry Debtors.
- Handling Petty Cash
- Handling employees reimbursement vouchers & ensure timely payment
- Daily Routine Office Work/ voucher entries with Software. e.g. TALLY Erp 9.0 & Saral ETds Etc.

2 Working with DISHA CONSULTANCY-CA FIRM As Accounts Assistant From 15th April 2018 To 5th Dec 2018.

JOB PROFILE :

- Maintained books of accounts in Tally ERP 9 accounting software.
- Maintain general ledger accounts, voucher entries, purchase, sale, payment, receipts entries etc.
- Maintained necessary records / workings in MS-word, excel.
- Maintained/ manage bank accounts and ensure timely bank reconciliations of clients.
- Assist in Monthly/Quarterly GST calculations & preparation of sales registers, purchase registers, Input / output registers etc.
- Assist in filling of GST returns i.e GSTR-1, GSTR-3B etc.
- Filling of income tax returns.
- Filling of professional tax returns.
- Maintain Corresponding, filing etc.

Worked with Alok Medical Stores As Accountant From 1stJune 2016 To 30th Oct 2017.**JOB PROFILE :**

- Maintained books of accounts in Tally ERP 9 accounting software.
- Maintain general ledger accounts, voucher entries, purchase, sale, payment, receipts entries.
- Ensure timely payment to creditors via online banking.
- Co-ordination with CA for audits , returns filling etc.
- Maintain Corresponding, filing etc.

Computer Skills

Basic of computer , Working Knowledge of MS-Office & Financial accounting 9 ERP

Personality Traits

Hobbies Cooking, Traveling, Trekking & Photography
Qualities Disciplined, Honest & Smart working.

Strengths

●Flexible by nature. ●Positive Attitude ●Hard working & Self Confident ● Capable to work in Team.

Personal Profile

Name	:	Sukhada Ajit Padwal.
Date of Birth	:	06 th Oct 1996
Marital Status	:	Unmarried
Religion	:	Hindu
Nationality	:	Indian
Language Known	:	English, Hindi, Marathi

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Date:

Place: Navi Mumbai

(Sukhada Ajit Padwal)