**CURRICULUM VITAE**

**MISS. URVI TANAJI KATHAVALE.**

**Permanent Address:**

At- Kumbharli, Usatane (near taloja midc) Post- Malang Vadi

Tel- Ambernath, Dist- Thane

**E-mail Add :urvi92t@gmail.com**

**Contact No:**8169880851 / 8286741126

**CAREER OBJECTIVE:**

**I am seeking a challenging position with an organization that offers good Career Advancement potential. I am looking forward to use my skills and abilities for organizational growth and to gain good knowledge in your organization of repute.**

**EDUCATION QUALIFICATION**:

* TYB.COM(B&I) from Mumbai university with 61% in April 2012
* HSC from Maharashtra Board with 67% in Feb.2009
* SSC from Maharashtra Board with 70% in March 2007

**PROFESSIONAL QUALIFICATION:**

* English typing 40wpm.
* Marathi typing 30wpm.

**SOFTWARE QUALIFICATION:**

* MS-OFFICE
* Tally ERP 9

**WORK EXPERIENCE:**

* **Worked in Skills Logistics Pvt Ltd.as Accountant (CHA – Clearing House Agent) (2012 to December 2015)**
* **Worked in Samudera Shipping Line I Pvt Ltd. As accountant ( December 2015 to March 2020)**
* **Dagli Enterprises (April 2020 to May 2021)**

**RESPONSIBILITYIn SKILLS:**

* **Pay Online Payment Custom Duty & Stamp Duty**
* **Prepare Invoice in Tally**
* **Prepare Weekly Statement Creditors &Debtors**
* **Follow up for the Payment**
* **Making Bank reconciliation in Tally**
* **Making Online Payment(NEFT & RTGS)**
* **Calculate Monthly Service Tax & mail Service Tax Detail to Head Office.**
* **Cashier.**

**RESPONSIBILITYIn SAMUDERA:**

1. **Account Payable**
* **Booking port, Depo,Transport Bills in systems**
* **Slot Invoice Booking**
* **Releasing Vendors Payment**
* **Daily Check Port balance**
* **Preparing Brokrage application**
* **Reconcilation of Vendors Accounts**
1. **Account Receivable**
* **Create Customer Code In system**
* **Preparing Export Invoice others Lines Invoices**
* **Dailly Export Collection Entry**
* **Prepering end of day Collection Report**
* **Maintain Customer ledger & tally with bank**
* **Send to outstanding Statement to commercial Department**
1. **Taxation**
* **GST Reconciliation.**
* **Assist to senior for GSTR Returns.**
* **Resolving auditor’s queries.**
* **Helping in Compliances.**

**Dagli enterprise Job Responsibilty.**

* **Prepare Sale & Purchase Invoice in tally.**
* **Make Purchase Order**
* **Daily Dispatch order maintain**
* **Generate Outstanding daily basis**
* **Maintain Petty cash**
* **Maintain Follow up with creditor & debtors**
* **Generate E-Way bill on site send with transporter**
* **Send Monthly Gst data & Tds data to C.A & coordinate with him.**

**COMPUTER LITERACY:**

* Complete MS-CIT Course.
* Office Automation- MS Word / Excel / Power Point / Internet
* Operating systems – Windows – 98, Office – 2000, Windows XP
* Tally ERP 9.0

**LANGUAGES KNOWN:**

* English, Hindi & Marathi.

**PERSONAL INTEREST:**

* Listing Song, Reading Book

**PERSONAL PROFILE:**

Father Name : Moreshwar Rajaram Talawadekar

Nationality : Indian

Marital Status : Married.

Date of Birth : 21st March 1992

I hereby declare that the above information mentioned is correct and true to my knowledge and belief.

Place: Mumbai**.**

Date:

**(Urvi T. Kathavale)**