**ANURADHA DEEPAK GOLE**

**Plot No.A33, Room No.11, Nisarg CHS, Sec-7, Khanda colony, New Panvel 410206.**

: **+91 8691082725 **: **anu01986@rediffmail.com**



Accountant

*Looking for a promising & challenging career which will enable me to provide best of my professional skills. A career which can sharpen my current skills & knowledge & having good scope for learning. To work in a innovative & competitive environment & to be a part of winning team.*



**Profile Summary**

* Completed **10 years** of comprehensive experience in Accounting and Tax.
* Spearheading efforts with **Jai Satgurudev Infra** as **Accountant.**
* Excellent communicator with exceptional talent for problem solving and ability to handle multiple functions and activities in high pressure environments with tight deadlines.
* Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.

**PERSONAL SKILLS**

♦ Hard working ♦ Attention to detail ♦ Positive attitude

♦ Decision making ♦ Loyalty, Honesty & Integrity ♦ Methodical and organized

**KEY RESULT AREAS**

* Knowledge to filling Monthly return GSTR1, GSTR3B.
* Knowledge of GSTR 2B & GSTR 2A.
* Knowledge of filling Quarterly TDS return.
* Making Sales Invoice & Generate E-Way Bill.
* Experience in Daily Petty Cash voucher entries in tally.
* Experience in Bank Reconciliation in tally.
* Experience in making Cheque Payment & also courier the same.
* Experience in monthly Stock Statement in excels.
* Experience in Bank Receipt & Payment entry in tally.
* Experience in monthly Professional Tax payment.
* Experience in monthly TDS payment section wise.
* Experience in preparation of VAT & CST Computation.
* Experience in online application of C-Form.
* Experience in making Purchase, Sale, Expenses entries in tally.
* Experience in making Purchase Order & Material follow up with supplier.



**Professional Span**

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**Sulfast Chemical Industries May ’2019 – to till date**

**Accountant**

**Roles & Responsibilities:**

* + - * Providing data for TDS payment & Return.
			* Filling monthly return GSTR1 & GSTR3B.
			* Making Daily Petty Cash voucher entries in tally.
			* Handling Bank Reconciliation, Receipt & Payment entries in tally.
			* Making purchase, Expenses bill entry.
			* Making Purchase Orders.
			* Making cheque payment.
			* Handling customer payment follow up
			* Making monthly creditors outstanding payment plan.

**Jai Satgurudev Infra Sep ’2017 – to Apr 2019**

**Accountant**

**Roles & Responsibilities:**

* + - * Providing data to CA for GST return & TDS Return
			* Making Daily Petty Cash voucher entries in tally.
			* Handling Bank Reconciliation, Receipt & Payment entries in tally.
			* Making Sale, purchase, Expenses bill entry.
			* Making cheque payment.
			* Making monthly creditors outstanding payment plan.
			* Making RTGS & NEFT payment.
			* Making Sale Invoice & Generate E-Way bill.

**Sulfast Chemical Industries Sep ’2016 – Aug 2017**

**Accountant**

**Roles & Responsibilities:**

* + - * Handling ‘C’ Form & H Form activities
			* Making Daily Petty Cash voucher entries in tally.
			* Handling Bank Reconciliation.
			* Making monthly TDS payment.
			* Making Receipt & Payment entries in tally.
			* Making Purchase Orders.
			* Making cheque payment.
			* Handling customer payment follow up
			* Making monthly creditors outstanding payment plan.

 **TECHNOPET MACHINERIES Jan’2011 – Aug 2016**

**Accountant**

**Roles & Responsibilities:**

* + - * Handling ‘C’ Form & H Form activities
			* Making Daily Petty Cash voucher entries in tally.
			* Handling Bank Reconciliation.
			* Making monthly TDS payment.
			* Making Professional Tax payment & Return.
			* Making Sale & Purchase entries.
			* Making Receipt & Payment entries in tally.
			* Making Purchase Order and GRN Entries.
			* Making cheque payment.
			* Handling monthly salary calculation.
			* Handling customer payment follow up
			* Making monthly creditors outstanding payment plan.
			* Prepare sales bill & send quotation for spares to customer.

**VORA INDUSTRIES Apr’2010 – Dec’2010**

**Account Assistant**

**Roles & Responsibilities:**

* + - * Handling Bank Reconciliation & daily Petty Cash entries in tally
			* Handling sale & purchase entries in tally.
			* Handling ‘C’ Form application & follow up.
			* Handling payment of TDS, Service Tax.
			* Handling Bank Realisation certificate of export.
			* Making cheques & RTGS payment to creditor.
			* Prepare salary calculation.

**M/S GAURI ENTERPRISES Jun’ 2008 – Apr 2010**

**Account Assistant**

**Roles & Responsibilities:**

* + - * Handling ‘C’ Form activities , Sale & purchase entries in tally, Making cheques payment, making creditor outstanding plan ,Handling Bank Reconciliation, prepare Computation of VAT, Daily petty cash voucher entries in tally.



**Academic Credentials**

* **2010: B.com** from University of Mumbai.
* **2004: Intermediate** from Maharashtra Board.
* **2002: Matriculation** from Maharashtra Board.



**Extra-Curricular Activities**

* Completed **TALLY 9** with **Excellent Grade.**
* Completed **MSCIT** with **Distinction Grade.**



**Personal Dossier**

**Date of Birth :** December 3, 1986

**Languages Known :** English, Hindi and Marathi

**Husband’s Name :** Deepak Hanumant Gole

**References :** Available on request

**Gender**  : Female

**Marital Status** : Married



**(Anuradha Deepak Gole)**