

TRUPTI SHINDE

New Panvel, Navi Mumbai · 8655171562

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Result focused individual with a strong understanding of Accountancy desires to work in Auditing and Accounting profile where my experience and skills will be further developed and utilized.

EXPERIENCE

FEB'2022-PRESENT

ACCOUNTS & FINANCE EXECUTIVE, M/S.MICRORIVVATE METAL PVT.LTD

FINANCIAL & MANAGEMENT ACCOUNTING-

- Accounting of day-to-day accounts (Receivable & Payable, Sales, Purchase)
- Accounting & Reconciliation of Intercompany & Group company transactions
- Preparing daily bank reconciliation statements and sharing with management.
- Reconciliation of Accounts receivable & payable Vendors.
- Preparing ageing report.
- Day to day follow up with debtors & creditors.
- Preparing vendors payment working & disbursed payments.
- Preparation of Financial Statement.
- Accounting of Imports(Bill of Entry, Custom Duty, MEIS/ROSC TL License)
- Remittances towards imports (All overseas payments)

INDIRECT AND DIRECT TAXATION-

- Preparing working GSTR3B & GSTR 1 Return
- Preparing TDS working & payments

AUDIT WORK-

- Assist with CA for Stock Audit, Income Tax Audit & also for GST Audit.

OCT'2019 – JAN'2022

ACCOUNT EXECUTIVE, RAO & EMMAR CHARTERD ACCOUNTANTS

AUDIT WORK-

- Internal Audits of government as well as private organization
- Tax Audit, GST Audit, Statutory Audit of Banks, Concurrent Audits
- Stock & Receivable audit, Unit and Collateral inspection.

FINANCIAL & MANAGEMENT ACCOUNTING-

- Book Keeping, Preparation of Financial Statements
- Analysis of financial Statements.

INDIRECT AND DIRECT TAXATION-

- VAT Registration, GST Return Filing(GSTR 1,GSTR3B,GSTR 7) ,GST Registration & Refunds
- Income Tax Return filing & Preparation of Tax Audit Reports.

EDUCATION

SINCE AUGUST'18

CMA (ICWA), INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF INDIA

- Intermediate Group – (Percentage - 58%) Completed
- Final – Pursuing

JUNE 2019

MASTER OF COMMERCE, PILLAI COLLEGE OF ARTS, SCIENCE AND
COMMERCE, NEW PANVEL

CGPI – 8.75

JUNE 2017

BACHELOR OF COMMERCE, PILLAI COLLEGE OF ARTS, SCIENCE
AND COMMERCE, NEW PANVEL

Percentage: 76 %

JUNE 2014

COMMERCE C.K.T. JUNIOR COLLEGE, NEW PANVEL

Percentage: 73 %

JUNE 2012

S.S.C, C.K.T. HIGH SCHOOL, NEW PANVEL

Percentage: 86 %

SKILLS

- Microsoft Office
- Communication skills
- Fluent in English, Hindi and Marathi
- Ability to sort, check, count and verify data

INTERESTS

- Cooking
- Painting & making rangoli

PERSONAL DETAILS

- Date of Birth :17 Sept 1996
- Gender : Female
- Language Known : English,Hindi,Marathi
- Marital Status : Married
- Address : Blue Star,Room no.201,Sector 9,Plot no.77,Near D A V High School,New Panvel-410206