

# TRUPTI SALVI

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A highly motivated and results-driven individual with a solid foundation in accountancy and a proven track record in managing financial transactions, accounts payable/receivable, and purchase processes. Eager to contribute to a dynamic organization, I aim to leverage my expertise in accounting, purchase management, and financial analysis in an Accountant cum Purchase profile.

## EXPERIENCE

FEB'2022-PRESENT

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

### FINANCIAL & MANAGEMENT ACCOUNTING-

- Oversee day-to-day accounting operations, including managing accounts receivable and accounts payable transactions.
- Process and reconcile sales and purchase entries, ensuring accurate recording in the general ledger.
- Maintain detailed records of all financial transactions related to sales, purchases, and outstanding receivables and payables.
- Accounting & Reconciliation of Intercompany & Group company transactions
- Preparing daily bank reconciliation statements and sharing with management.
- Handle accounts payable operations, ensuring accuracy in payment processing and adherence to deadlines..
- Process and manage domestic vendors payments.
- Process and manage accounting of import purchase entries(detailed Bill of Entries), ensuring accurate and timely recording in the system..
- Manage accounting of imports, including entering Shipping bills, custom duty, and MEIS/ROSCAL license information.
- Coordinate with banks and financial institutions to ensure compliance with payment terms and regulatory requirements.
- Maintain detailed records of outward remittances and reconcile payments against import transactions to ensure accuracy.)
- Custom duty payment
- Day to day follow up with debtors & creditors.
- Discounting of purchase bills with finance companies
- Manage and process employee salaries, ensuring accurate and timely payroll calculations.
- Verify attendance, overtime, and deductions to ensure accurate salary disbursements.
- Accounting & payments of EMI's & Interest
- Accounting, Preparation & Payments of commission working of brokers

INDIRECT AND DIRECT TAXATION-

- Preparing working GSTR3B & GSTR 1 Return
- Preparing monthly 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
- Reading Books
- 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