

CURRICULUM VITAE
SANGITA TUSHAR GAMRE

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OBJECTIVE

To secure a challenging position in the organization where I can effectively utilize my skills & abilities for the benefit of the common goal and prove to be an asset to the organization.

EDUCATIONAL QUALIFICATION

- ◆ T.Y.B.Com from SNTD University.
- ◆ H.S.C. from Maharashtra State Board.
- ◆ S.S.C. from Maharashtra State Board.

OTHER QUALIFICATION

- ◆ Basic knowledge of computers /MS-CIT.
- ◆ MS-Excel, MS-Word, Power Point Presentation, Internet Explorer,etc
English Typing Speed of 30 W.P.M
- ◆ Tally 7.2, Tally 9 & Tally ERP9.

WORK EXPERINCES

Organization	SASCOR INDIA
Duration	FROM APRIL 2019 TO PRESENT
Job Description	ACCOUNTS EXECUTIVE

Responsibilities: -

- ◆ 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 working for GSTR3B & GSTR 1 Return.
- ◆ Preparing TDS working & payments.
- ◆ Preparing ageing report & sharing with management.
- ◆ Preparing vendors payment working & disbursed payments.
- ◆ Disburses petty cash by recording entry and verifying documentation.
- ◆ Preparation of sale invoices, delivery challan, material return, work order and Performa invoices.
- ◆ Day to day follow up with debtors & creditors.
- ◆ Preparation & maintain of Financial Statements
- ◆ Analysis of financial Statements.
- ◆ Remittances towards imports(All overseas payments)
- ◆ Assist with CA for Stock Audit,Income Tax Audit & also for GST Audit.

Organization	BEESU & ASSOCIATES (CHARTERED ACCOUNTANT)
Duration	FROM JUNE 2015 TO MARCH 2019
Job Description	ACCOUNTANT.

Responsibilities: -

- ➔ Preparation of Income Tax computation and E-Filing of return of Individual, partnership firm, companies etc.
- ➔ Filling of Sales Tax Return and service Tax return.
- ➔ Preparation of Income Tax Audit, Mvat Audit of Companies, Partnership Firms, individuals.
- ➔ Maintaining Books of Accounts.
- ➔ Bank reconciliation.
- ➔ Preparing of Journal, Ledger, Trial Balance, Cash book, Petty Cash Book & Finalizations of Accounts.
- ➔ Mvat Registration, GST Registration.
- ➔ Assisting & preparation of Audit & Finalization of various manufacturing, service, Trading Companies.
- ➔ Preparation of assessment scrutiny details for various scrutiny assessment undertaken in Income tax department & Sales Tax Department.
- ➔ Preparing & filing of 3B & GSTR 1 Return.

PERSONAL PROFILE

Date of Birth : 04 Sep 1992.
Gender : Female
Language Known: English,Hindi,Marathi.
Marital Status : Married
Address : 20-E1, Best Staff Quarters, Anil Dattatray Ubhare marg, Pant
Nagar, Ghatkopar East, Mumbai 400075.

Place : Mumbai.

Date :

Signature,

(Sangita Gamre)