

# TRUPTI DILIP KADAM

Room No.1,Vimla Devi Chawl,Bihari Tekri Road,Poiser,Kajupada,Kandivali East,Mumbai-400101

E-mail ID – kadam.trupti123@rediffmail.com

Mob.-: 9653691293

## ACADEMIC ACHEIVEMENTS :-

	Exam	PassingYear	Board	Percentage
1	H.S.C.	March -2013	Maharashtra Board	62% (Science)
2	SSC	March-2011	Maharashtra Board	87%
3	FYBA	Appearing	Mumbai University	-

## EXPERIENCE:-

### 1) As accountant in Modi Exports – (1 Year)

- 1) Ledger Creation,
- 2) Bank entry/Bank Tally,
- 3) Sale/Purchase, Receipt/Payment Entry
- 4) Documentation & filing of challans and invoices

### 2) As Branch Head in Star Computer Point Plus (6 Months)

- 1) Newly Admissions Also Fees Collections
- 2) Teaching MS-CIT & Tally to students by practical and theory
- 3) Taking lectures regarding Exam on projector

### 3) As Senior Account Executive In J.P.Paints and Hardware Stores (7 Years)

- 1) Sale/Purchase Entry, Payment/Receipt Entry, CN/DN entry
- 2) Export / Import Entries .& E-Invoice making
- 3) Bank remittance creation,Outward remittance by online transaction.
- 4) Challan check, Invoice making,Eway-bill making
- 5) Bank reconciliation and ledger verification
- 6) Taking follow-up with party regarding payments
- 7) Taking follow-up with foreign company regarding documentation and other queries Regarding accounts, payments, insurance, price by mail and WhatsApp
- 8) File petition under MSME samadhan against late payment & dispute.
- 9) MSME update/ TDS/TCS payment/new applications, GST payment, Custom Duty Payment, LUT bond application, IEC update
- 10) GST Finalization (GSTR-1, GSTR-2 and GSTR-3B)
- 11) Online Transaction by bank, Manage beneficiaries
- 12) Stock journal maintain in tally also compare with physical stock
- 13) Also manage ODEX for shipping regarding documents/payments, Manage IEC gate site for the custom query.

## COMPUTER PROFICIENCY:-

- Three months of Course in M.S. Office completed with 85% also
- Tally ERP 9 and Tally prime completed with 95%
- Internet and Mail surfing

## PERSONAL STRENGTH:-

- Dedication for Work
- Hunger to learn new thing
- Win 3<sup>rd</sup> Prize in story writing on PRATILIPi MARATHI
- Also selected in top 250 writers in all over India for PRATILIPi MARATHI
- Win distinction in PUNE Health Festival for the project (Vaccination of street child)

**INTEREST-:**

Listening Music, Dancing, Cooking, Reading books, Writing

**PERSONAL DETAILS-:**

Date of Birth – 30<sup>st</sup> August 1995

Gender – Female

Marital Status – Unmarried

Language Known – Hindi, Marathi and English

**CAREER OBJECTIVES-:**

To work for a reputed company and to establish my identity in profession, I wish to prove any self on basis of my performance

Place: Mumbai

Date: 31-03-2022

YOURS SINCERELY,

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Trupti Dilip Kadam