

# TRUPTI SHINDE

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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

**JAN'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/ROSCCTL 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