

RESUME

Mrs.Yogita Swapnil Kulkarni,
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Profile :**MBA(FINANCE)**
Post Qualification 7.5years' Experience in Accounts, Audit, Costing & taxation.

Objective : Seeking opportunities in the domain of Finance with a Growth oriented organization.

EDUCATION

2012 **MBA (Finance)** from PIRENS' Institute of business Management & Administration ,Loni (Bk.), Pune University with 55.42%.

2009 B.Com(Business Administration) from R.N.CARTs,J.D.B.commerce & N.S.C Science college of Nasik Road,Pune University with 58%

2006 XII from K.J.Mehta Jr.College of Nasik Road with 73%

2004 X from K.J. Mehta high school with 57.58%

PROJECTS DONE

During MBA(summer project)

Project Done: "Input Service Tax Credit procedures in Service Tax."

Company Name: Jyoti Structures Ltd. Nashik.

Objectives Of Project:

- 1.To know the service tax procedure in fully or partially service providing organization.
- 2.To know the procedure of calculation of service tax liability.
- 3.To explore the practical aspects in the input service tax credit procedure.

WORK EXPERIENCE

PRESENT EMPLOYMENT:

Currently working with Kimplas Advance Welding Systems Pvt Ltd

Position: Officer Accounts from 25.06.18 to till date

Area of working: -

- All accounting entries i.e purchase, sales,tds,jv,cash and other entries
- Gst working and filling Gstr1 and Gstr 3B
- Tds working and filling of tds returns
- Bank statement entries and reconciliation
- Parties reciliations-debtors, creditors
- Petty cash management
- Salary Working & Payments
- Online Payment Transfer to vendors.
- Foreign remittance for Import of Material
- Calculation of Duty Payment for Import of Material, Verification of Checklist for Duty Payment ,
- Preparation of Cash Flow Statement, Mis reports, Debtors & creditors Aging Report.

PAST EMPLOYMENT:

M/s Sitaram Builders

Position Held: Sr Accountant From 03.04.17 to 15.05.18

Area of Working:

- Prepare Accounting vouchers & make entries of all vouchers as per expenses made.
- Scrutiny of Cash Book, Bank Book, Journal Book & Purchase Entries
- Verification of all cash, Bank Entries, Tax Calculation
- Journal Vouchers & Purchase Bills Entries with GST
- GST Working For Monthly Returns & Submit To Chartered Accountant
- TDS Working- Entries & Calculations
- Assist in Statutory Audit

M/s Shrirang Kisanlal Sarda (Sarda Group of Companies):

Position Held: Internal Audit Executive from 16 May 2013 to 01 May 16 (Left Job for Maternity)

Area of Working:

- Scrutiny of Cash Book, Bank Book, Journal Book.
- Verification of Raw Material, Packing Material, Other Bill's Purchase entries.
- Sales Bill's entries, Journal Vouchers,
- Verification of all cash, Bank Entries, Tax Calculation
- Vouching of All type of expenses vouchers
- Physical Cash Verification, Stock verification,
- Credit to Cash Report Verification
- Overdue advance report preparation.
- Controlling the expenses which are out of system
- Knowledge of Direct & Indirect Taxes

PCI PAPERS LIMITED:

Position Held:Accounts Assistant from 03 June 12 to 11 May 13

Area of Working:

- Raw Material,Packing Material,Other Bill's **Purchase & Sales Bill's entries.**
- **All Banking** related Transaction Handling (Cash Deposit ,Cash Withdrawal, D .D .Making ,Bank RTGS & NEFT Payment and Chq. Writing.)
- Petty Cash Handling, TDS workout.
- Periodical Reconciliation of Bank, Excise, Party etc
- All admin works (Inward Outward Register, bill's & voucher filing ,mails sending & reading, etc.)
- Maintain Sales tax Form requisition ,sales tax form issued working, VAT working, Service tax working.
- Maintaining records relating to the Procurement, Consumption & dispatch of Material.
- Maintaining the Ledger for Raw, Packing & Consumables Materials and Finished Goods.
- Maintaining & Analytical Study Daily Production Report,
- Reconciliation of overall quantity & value.
- Preparing the Cost Sheet and Product wise Profitability Statement & MIS reports.

INDO SEALS PVT LIMITED:

Position Held:Management Trainee from 17 July 2011 to 21 May 2012.

Area of Working:

- Entries of Purchase, sales, Cash Book, Bank Book, & Journal Book.
- Reconciliation of Cash, Bank.
- Preparation of Quotation & Follow up of enquiries of customers.
- Preparation of work order from purchase order for production department.

COMPUTER SKILLS

- ➔ Well-versed with MS-Office and Tally ERP9.
- ➔ Accounting Software Visual Trio, Tata Ace, Oracle

PERSONAL DETAILS

Date of Birth : 29th March 1989
Nationality : Indian
Languages Known : English, Marathi ,Hindi.
Marital Status : Married
Dependent : Daughter

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge & belief.

Date:

(Yogita Swapnil Kulkarni)