

SUREKHA RUPESH GHAGAVE

OBJECTIVE

To secure a position where comprehensive analytical and logical skills with problem solving abilities, will be utilized to be an accomplished individual to grow in the line with objectives of the organization and adding value to professional life.

Permanent Address	622, Om Sai Co-Op. Hsg. Society, Bldg. No. 1, Indira Nagar, Jogeshwari(E), MUMBAI-400060.	
Contact Information	Contact No	+91-9930332235
	Email Id	ranesurekha80@gmail.com
Educational Qualification	- PGDFM Sem II Mumbai University 2020 with 1st Class (65.00%) - PGDFM Sem I Mumbai University 2020 with Distinction (75.00%). - B.Com.Mumbai University 2009with1st Class (71.00). - H.S.C. Maharashtra Board 2006with 1stClass (66.00%). - S.S.C. Maharashtra Board 2004with Distinction (76.00%).	
Work Experience	Company Name	JAINEX FIRE & SAFETY SYSTEMS PVT LTD
	Designation	Senior Accountant
	Period	May-19 to till date
	Work Profile	- Sales Invoicing. - Work Contract Invoicing. - Receipt, Payment, Journal Entries and Sales & Purchase Accounting in accounting Software Tally ERP.9. - Accounting of Petty cash expenses and maintain Cash Book. - Preparing Bank Reconciliation report on weekly basis. - Payments follow up with Clients. - Salary Calculation & PF, ESIC payment.

		• Payment of PT and PT return. • Scrutiny of Income Tax Notice & Ledger. • Preparation of TDS statement. • Filing monthly TDS Challan& Quarterly Returns. • Request & Download Form 16A &Correction data file and Justification report for filing revised TDS returns. • Reconciliation of Account balances with the clients & Marketing companies • Calculation and payment of GST including reverse charge mechanism • Filing of GSTR-3B, GSTR-1 return. • Reconciliation of GST return filed. • Filing individual Income Tax returns. • Finalization of Accounts.
Work Experience	Company Name	KRISHNAJI & CO
	Designation	Senior Accountant
	Period	April-16 to April-19
	Work Profile	• Invoicing. • Receipt, Payment, Journal Entries and Sales & Purchase Accounting in accounting Software Tally ERP.9. • Accounting of Petty cash expenses and maintain Cash Book. • Preparing Bank Reconciliation report on monthly basis. • Scrutiny of Income Tax Notice & Ledger. • Preparation of TDS statement.

		• Filing monthly TDS Challan& Quarterly Returns. • Request & Download Form 16A &Correction data file and Justification report for filing revised TDS returns. • Reconciliation of Account balances with the clients & Marketing companies • Calculation and payment of GST including reverse charge mechanism • Filing of GSTR-3B, GSTR-1 return. • Reconciliation of GST return filed. • Filing individual Income Tax returns. • Finalization of Accounts.
	Company Name	DERE AND SONS
	Designation	Accountant
	Period	From January-2014 to February-2016
	Work Profile	• Invoicing. • Receipt, Payment, Journal Entries and Sales & Purchase Accounting. • Keeping the record of Purchase Bill & Sales Bills. • Accounting of Petty cash expenses. • Bank Reconciliation. • RTGS & NEFT Payment. • Scrutiny of ledgers. • Preparation of TDS statement. • Filing monthly TDS Challan& Quarterly Returns. • Preparation of Bank Stock Statement. • Reconciliation of Debtors & Creditors Accounts.

		• MVAT. • Salary calculation and Salary entries. • Payment of PF and ESIC. • Assist to CA in Filing Income Tax returns. • Finalization of Accounts.
	Company Name	CLASSIC PRODUCTS PVT. LTD
	Designation	Accountant
	Period	From June-2009 To December-2014
	Work Profile	<u>Accounting & Taxation:</u> • Receipt, Payment, Journal Entries and Sales & Purchase Accounting in Tally. • Preparation of Cheques, P.O, & Quotation as per the requirement. • Preparation of TDS. • Filing monthly TDS Challans& Quarterly Returns. • Preparation of Service Tax. • Accounting of Petty cash expenses. • Preparation and making entry of Salary Vouchers. • Reconciliation of Debtors & Creditors Accounts. • Follow up for the payment collection. <u>Banking:</u> • Bank Reconciliation. • Preparation of Bank Stock Statement. • RTGS & NEFT Payment.
EXTRA CURRICULAR ACTIVITY	• MS-CIT passed with First Class. • Excellent knowledge of MS Excel, MS Word and Internet. • Excellent knowledge of Tally ERP.9	

STRENGTHS	• Sincere and honest. • Hardworking. • Planning and problem solving skills.	
PERSONAL DETAIL	Nationality	Indian.
	Date of Birth	1st October, 1988
	<i>Languages Known</i>	Marathi , Hindi & English

I hereby declare that the above-mentioned information holds true to the best of my knowledge. I assure that I will prove myself as a good human and satisfy your job requirements.

Date:

Place:

(Surekha R. Ghagave)