

Dharmishtha Chandrakant Kudalkar

27-C-707, Sunshine BLDG,
Chandivali Mhada Colony,
Andheri East. Mumbai-400072.

Mobile No : 9664047114
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Commerce graduate with a good academic record and analytical skills. an urge to explore new avenues in abilities and inclination to absorb and add value to fresh concepts in diverse fields.

EXPERIENCE HIGHLIGHTS

Reecomps Teleservices Pvt Ltd.

October 2017 to Till

Designation – Accounts Executive

Role & Responsibilities:

Banking & Finance Activities:

- Handling Net Banking with Bank Reconciliation on Monthly Basis.
- Releasing Vendors & Reimbursement Payment.
- Handling petty cash.

Accounts Payable Activities:

- Booking Purchase Order & Invoice in Tally Software.
- Checking all Expense Voucher with Booking in Tally Software
- Journal Entries for all Purchase of Goods & Service.

Accounts Receivable Activities:

- Preparation of Sales Invoice as per the Work Order term & condition.
- Verify discrepancies by and resolve clients' billing issues.
- Maintaining Customer Data.
- Preparation Customer Ageing Wise Report.
- Keep track and process accounts and incoming payments in compliance with financial policies and procedures.
- Payment Follow up.
- Customer Reconciliation.

Taxation Activities:

- Reconciliation TDS with Tally and Depositing TDS with in the deadlines.
- Maintaining Records & Preparation of TDS.
- Online Payment of TDS, PT, PF & ESIC.
- Basic Knowledge of Income Tax, TDS, PF, ESIC, PT.
- Basic Knowledge of GST.
- Providing Details for statutory & internal audit.

Responsible Preparations of various MIS Daily Reporting:

- Customer Register.
- Vendors Register.
- Daily Sales Order Booking Register.
- Daily Dispatch Details Register.
- Customer Aging Wise Report on Monthly.

Studio Next Technology Pvt. Ltd.

June 2014 to June 2017

Designation - Account Executive

Role & Responsibilities:

- Preparing Quotation, Invoice & Delivery Challan.
- Preparing of monthly statements sales Register.
- Preparing outstanding list of payment & C Form. (Debtors)
- Follow up for payment & C Form from debtors.
- Online Issuing C-Form for Vendor.
- Handling and maintain stock in Tally with physical reconciliation
- Handling Petty Cash & Expenses of the Company.
- Doing BRS (Bank Reconciliation) for every month.
- Enter Posting of sales (invoice), Purchase, Receipt collection, Payment, & Journal voucher in Tally
- Filing of all Invoices Against sales & Purchase.
- Providing Details for statutory & internal audit.
- Providing Details for sales tax notice.

Reepair Institute of Technology Pvt Ltd.

January 2014 to May 2014

Designation – Admin Executive

Role & Responsibilities:

- Posting of day to day cash
- To handle and maintain stock in tally and physical reconciliation of stock.
- Maintenance of day to day accounting
- To handle & maintain stock Manually
- Handling Phone Calls for Admission Purpose
- Maintaining Inward / Outward Register
- Follow up for Fees from Students.

Personal Details:

D.O.B.: 11th December 1992

Gender: Female.

Marital Status: Single.

Nationality: Indian.

Educational Qualification:

- T.Y.B. Com Passed in the year March'2013 from the Mumbai University in Second Class.
- H.S.C Passed in the year Feb'2010 from the Mumbai University in Second Class.
- S.S.C Passed in the year March'2008 from the Mumbai University in First Class

Additional Knowledge:

- Tally ERP 9
- MS Office- Excel, Word.

HOBBIES

- Listing Music & Travelling.

Languages Known:

- English, Hindi, Marathi

I hereby declare that the above stated information is true and correct as per my knowledge.

Place : Mumbai

Date :

Dharmishtha Chandrakant Kudalkar

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