

Ashwini Uphale

Mobile: 9529337357/9545959359

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Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector.

PROFILE & STRENGTHS

- ✓ Knowledge of Trail Balance, Profit & Loss, Balance Sheet, Bank Reconciliation & accounting.
- ✓ Successfully working on the tally ERP 9
- ✓ Good Command on Ms-Office& Ms- Excel

PROFESSIONAL EXPERIENCE

December 15 – July-20

SCOD18 NETWORKING PVT LTD.

Account Executive

Roles & Responsibilities:

- ✓ Maintain Cash Book & Bank book.
- ✓ Prepare Daily Cash Flow Statement.
- ✓ Track All Money Received and Prepaid Deposit.
- ✓ Maintain accounting work in tally ERP 9
- ✓ Balance Transfer MSO to Hub and performed daily reconciliation.
- ✓ Handle banking work & monthly bank reconciliation of company.
- ✓ Processed intercompany invoicing on a monthly basis. For Subscription
- ✓ Preparation Of carriage Invoice on a Monthly basic
- ✓ Debtors a balance reconciliation and age-wise analysis of Debtors balances
- ✓ Responsible for working with collections to transition past due accounts to the proper status
- ✓ Prepare outstanding Report.
- ✓ Making calls and co-ordination with operators for follow outstanding.
- ✓ TDS payment and Return file.
- ✓ Prepare GSTR3 and GSTR1 and provide to Return file.
- ✓ Handle all Receivable side.
- ✓ Debit Note and Credit Note.

DOCKSAN ENGINEERS & DOCKSAN ASBESTOS**June 2015 – November 2015****Account Assistant****Roles & Responsibilities:**

- ✓ Invoice generate in Prity software.
- ✓ Prepared quotations&Challan.
- ✓ Doing all type of account Entry in tally software.
- ✓ Processing debtors statement & outstanding.
- ✓ Prepare up to date excel sheet of all Vendor.
- ✓ Make daily updated report of all creditor & Debtor.
- ✓ Audit related work & monthly Bank Reconciliation.
- ✓ 'C' Form update

ECLAT JEWELLARY**August 2013 – June 2015****Account cum Supervisor****Roles & responsibilities:**

- ✓ Maintaining Petty Cash daily basis.
- ✓ Prepare the Bank Reconciliation Account.
- ✓ Compare the current year expenses with previous year expenses.
- ✓ Maintaining all Accounting entry.
- ✓ Maintaining stock of jewellers day to day.
- ✓ Vendor payment follow-up.
- ✓ Prepare the salary sheet of office employ & also site labour
- ✓ Maintain all data base of site employ & there all expenses & receiving in excel sheet

EDUCATIONAL CREDENTIALS

- ✓ Graduation (B.Com) with 59% from Shivaji University, Maharashtra 2015
- ✓ Class 12th (COMMERCE) with 69% from Maharashtra Board, 2011
- ✓ Class 10th with 56% from Maharashtra, 2009

PROFESSIONAL CREDENTIALS

✓ Diploma in Tally ERP 9.0 from Keerti Computer.

Computer Proficiency

DBMS Packages Tally7.2, Tally9.0 & Tally ERP 9

Basic MS Word, MS Excel Etc.
(Note:-Good command on Tally & MS Office& Excel.)

PERSONAL DETAILS:-

Father's Name : Mr. Vitthal Pandurnag Uphale

Mother's Name : Mrs. Parvati Uphale

Date of Birth : 16th June 1994

Nationality : Indian

Marital Status : Single

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DATE:-

PLACE: -

(Ashwini Uphale)