

Snehal Kunal Khedekar

Contact No. :- 8291121402

Sex: Female | Date of birth: 17/ 01/ 1990 |
Nationality: India

OBJECTIVE:

Intend to secure a conductive and challenging opportunity attains and proves my expertise and excellence. By contributing my best to the organization through Perseverance, Dedication, Confidence, Smart Work and Discipline.

PERSONAL PROFILE:

Name : Khedekar Snehal Kunal
Marital Status : Married
Permanent Address : 41- CT/2, 4th Floor, Ambica Apt., Sarvodaya Nagar,
Nahur Road, Mulund West, Mumbai - 400080.
Languages known : English, Marathi & Hindi.
Mother tongue(s) : Marathi
Email Id : snehu.dream103@yahoo.com

ACADEMIC QUALIFICATION:

EXAMINATION	YEAR OF PASSING	MARKS (%)	UNIVERSITY
T.Y.B.COM	2012-2013	60.85%	Mumbai University

TECHNICAL SKILL

Software: Tally ERP 0.9

Office Skills: Microsoft Word, Excel, Power Point, Outlook Express, Vlook up, Hlook up, Pivot Table, MIS

PERSONAL SKILLS:

- Achievement Oriented with excellent people management skills and an ability to manage change with ease.
- Proven strengths in problem solving coordination and analysis.
- Strong Communication, Interpersonal, Learning and Organizing skills matched with ability to manage Stress, Time and People effectively.
- Adjustable to any work situation. Honest, Efficient, Dedicated, Innovative and Hard Working.

HOBIES:

- Reading Books, Gardening, Yoga

WORKING EXPERIENCE:

1. Work in **Liladhar Pasoo (India) Pvt Ltd** as Account Executive (**Account & Finance**)
(Experience Six [6] Years)
(Period:- 4th Aug 2014 to 31st December 2020)
 - Day to Day Inventory accounting with respective cost center (Sales, Purchase, Journal, Receipts, Contra and Payments, debit note, credit note (physical records) Etc.)
 - Overseeing timely vendor payments and maintaining invoice registered (Purchase, Sales, Expenses etc.) Ability to use Tally ERP 9 to accurately record all key financial.
 - Preparing & file monthly TDS and quarterly e-TDS return with lower TDS deduction knowledge.
 - Preparing & file GSTR 1 (Sales) outward tally data via JavaScript Object Notation (JSON) format on GST portal before 10th of every month.
 - Preparing & file GSTR 3B data before 20th of every month.
 - Verification into GST portal of all ledgers for INPUT GST credit taken properly or not for all purchase/expense's invoices from all suppliers/Vendors. If any variation in it tracking of it (Reconciliation of 2A)
 - Reconciliation of 26AS as per ITC & books of accounts.
 - Reconciliation of Current Accounts with Banks on daily basis.
 - Tracking all the expenses on daily basis (Direct, Indirect expenses etc.)
 - Cash voucher expenses entry in tally, verification of truthiness of voucher expenses & Actual expenses excel sheet to be tallied with voucher.
 - Co-ordinate with statutory auditor for making financial report. Data entry skills along with V lookup function.
 - Preparing Month-end closing activities / Reporting.

2. Work in Reachout Infotech Pvt Ltd As Account Officer

(Experience Three [3] Years, Eight [8] Month)

(Period:- 1st Dec 2010 To 31th July 2014)

- Prepare invoices, credit memos, and purchase orders.
- Monitor accounts payable, following up on outstanding aging as per requirement. Reconcile bank statements.
- Monitored and recorded company expenses. Interact with customers by phone and email.
- Carry out administrative duties such as filing, and recording minutes at meetings.

3. Work in AD INDIA As a Accountant

(Experience: One [1] Years, Three [3] Month)

(Period: 24th August 2019 To 15th Oct 2010)

- Managed the mailing function.
- Prepare and track Purchase Orders.
- Prepared weekly confidential report for presentation to management.
- General Accounting (Journal Voucher/ Payment Voucher/ Purchase/ Sales)
- Scheduled client appointment and maintained up-to-date confidential client files.
- Follow up & maintain Debtors and Creditors outstanding.

I hereby declare that all the information given above is true to the best of my Knowledge.

PLACE: Mumbai

Yours Sincerely,

DATE:

(Snehal K. Khedekar)