**Suhasini Ramchandra Baikar**

**Mobile no:9029393653**

**Email:** [**suhasinibaikar007@gmail.com**](mailto:suhasinibaikar007@gmail.com)

**Career Objective:**

A challenging position, in a professionally managed company, which provides me avenues to utilize my skills effectively & substantially contribute towards the objectives of the organization*.*

**Professional Profile:**

Over 9 years of experience in Accounts & Administration work.

**Organizational Experience:**

**Cargo Care Logistics**

Designation**: Accounts Executive** (Dec - 2016 to Till Date)

Job Profile**:**

* Handling office administration.
* Preparation of Bank Reconciliation Statement, Stock statement
* Preparing salary of workers & staff
* Preparing Tax invoices
* Preparation of Cheques
* Maintaining Books of Accounts in Tally
* Supervision role over office activity.
* Responsible for preparing Tax invoices in **Tally ERP 9**.
* Maintaining data entry of purchases, sales, payment, receipt.
* Maintaining accounts transparency with sales department by raising proper and accurate Tax Invoices, credit and debit notes.
* Handling and maintaining records of petty cash.
* Preparing proforma invoices.
* Prepare the data related to TDS, GSTR-1, GSTR- 3B send to CA
* Follow up with customer regarding GST.

**ESFOUR ENGINEERING WORKS**

Designation**: Jr. ACCOUNTANT** (Sept - 2013 to Nov – 2016)

Job Profile**:**

* Handling office administration.
* Preparation of Bank Reconciliation Statement, Stock statement
* Preparing salary of workers & staff
* Preparing Delivery Challans & Tax invoices
* Preparation of Cheques
* Maintaining Books of Accounts in Tally
* Supervision role over office activity.
* Maintaining “C” forms , updating and follow up with the party
* Responsible for preparing Tax invoices in **Tally ERP 9**.
* Maintaining data entry of purchases, sales, payment, receipt.
* Preparation of stock statement
* Maintaining accounts transparency with sales department by raising proper and accurate Tax Invoices, credit and debit notes.
* Handling and maintaining records of petty cash.
* Maintain physical & computerized stock in tally on daily basis
* Preparing proforma invoices.

**SHREE ENTERPRISES**

Designation**: Jr. ACCOUNTANT** (Jul-2010 to Aug - 2013)

Job Profile **:**

* + Responsible for preparing Tax invoices in **Tally ERP 9**.
  + maintaining data entry of purchases, sales, payment, receipt
  + Preparation of Bank Reconciliation Statement, Stock statement
  + Preparation of Cheques
  + Preparing proforma invoies

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year** | **Institute/University** | **Percentage** |
| B.Com. | 2010 | Kelkar College, Mumbai | 35.00% |
| HSC | 2008 | Kelkar College, Mumbai | 66.00% |
| SSC | 2005 | Rajiv Gandhi High School, Mulund | 69.00% |

**OTHER SKILLS:**

* **MS Office**,
* **Tally 6.3, 7.2, 9.0, TALLY ERP 9**.
* **Typing Speed in English Typing 40 WPM**

**Personal Details:**

Date of Birth : 30th May 1990

Resident Address: 1310, Mulund Salpadevi Pada Saikrupa Society, P. K. Rd,

Mulund West, Mumbai- 400080.

Marital Status : Unmarried

Languages Known: English, Hindi and Marathi

**PLACE: Mulund**

**DATE: Suhasini Ramchandra Baikar**