

CURRICULAM VITAE

Miss. Suvarna Bhagvan Palande.

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➤ CAREER OBJECTIVES :-

To associate with an organization which provides me to built up challenging career, dynamic personality and enhance my skills in state of art technologies and be a part of the team that excels in achieving the assigned tasks towards the growth of organization, which gives me utmost service satisfaction. Seeking challenging and responsible growth oriental technical position where experience, education, skills and abilities will be an asset.

➤ EDUCATIONAL QUALIFICATION :-

- ✓ B.Com. passed with 1st class in year March 2014.
- ✓ H.S.C. passed with 2nd class in year Feb 2009.
- ✓ S.S.C passed with 1st class in year March 2007.
- ✓ M. Com passed with 1st class in year Oct 2020.

➤ PROFESSIONAL QUALIFICATION :-

- ✓ MS Office: MS Word, MS Excel, Power Point etc.
- ✓ Outlook Operate
- ✓ Tally ERP – 9
- ✓ Internet using for handle Business activities through Mail.
- ✓ Logistic Software for Accounting Entries.

➤ EXPERIENCE AND JOB RESPONSIBILITIES:-

1. **Company Name:** Creative Lifestyle Pvt. Ltd. From May 2013 to Dec 2016 as a Junior Account Executive.

Responsibilities:

- 1) Doing Invoice entries, stock transfer, material purchase & sale Entries done through cash or credit card as well as Purchase Return & Sale Return Entries in Tally ERP-9.
- 2) Working on the Logistic software for account entries.
- 3) Excel Sheet Maintain for Petty Cash Expenses.
- 4) Petty Cash expenses related Voucher maintain and entry in Tally.
- 5) Handling the Vendors expenses & resolving the disputes and processing vouchers for payment.
- 6) Files record maintenance.
- 7) Handling Branches i.e. total co-ordinate with all Branches for all Accounting work.
- 8) Check Mails on Outlook and revert if required.

2. **Company Name:** Shah Trading Com. From Jan 2017 to Mar 2018 as a Junior Accountant.

Responsibilities:

- 1) Purchase and sale Entries with Gst effect, JV entries in Tally ERP-9.
- 2) Maintain Salary Sheet & Salary Calculation and Salary entries in Tally ERP-9.
- 3) Handling Bank Related work online RTGS & NEFT, Online payment etc.
- 4) Monthly Bank Reconciliation.
- 5) Handling Office Petty cash and Petty cash entries in Tally ERP-9.
- 6) Maintain Excel Sheet for TDS Calculation and Online TDS payment and Entries in Tally ERP-9.
Checking E-Mails, or replying mails for related matter
- 7) Solving Queries of CA for audit purpose.
- 8) Credit Card Entries.
- 9) Personal account maintain.
- 10) Handling Business mails and revert if required.

3. **Company Name:** G. P. Buildcon Pvt. Ltd. From April 2018 to January 2019 as a Account Executive.

Responsibilities:

- 1) Purchase and sale Entries with Gst effect, JV entries in Tally ERP-9.
- 2) Maintain Salary Sheet & Salary Calculation and Salary entries in Tally ERP-9.
- 3) Handling Bank Related work online RTGS & NEFT, Online payment etc.
- 4) Monthly Bank Reconciliation.
- 5) Maintain Excel Sheet for TDS Calculation. TDS Entries in Tally ERP-9 and Used Saral Software for TDS purpose.
- 6) PT Calculation.
- 7) Interest On Loan Calculation.
- 8) Maintain excel sheet for maintaining various records purpose. File records maintain.
- 9) Parties Reconciliation, Ledger Scrutiny.
- 10) Work with CA for Audit purpose and solved auditors queries related to Account.
- 11) Personal accounts maintain.
- 12) Having little bit experience in Shares trading process.
- 13) Preparing GST Data accurately in TallyERP-9.
- 14) Handling mails and revert if required.

4. **Company Name:** Ravi Creation LLP. From February 2019 to August 2019 as Accountant.

Responsibilities:

- 1) Purchase and sale Entries with Gst effect, JV entries, Credit Notes and Debit Notes entries in Tally ERP-9.
- 2) Salary Calculation with Deductions and allowances. Maintain all related data in Excel Sheet.
- 3) Monthly Bank Reconciliation.
- 4) Monthly Debtors and Creditors Reconciliation and Ledger Scrutiny.
- 5) TDS Calculation and entries in TALLY ERP-9. And maintain all related data in Excel Sheet.
- 6) Handling Office Petty Cash and entries in TALLY ERP-9.

- 7) Work Experience with CA for Account Finalisation Purposes and for Audit Purposes.
- 8) Prepare GST Data in TallyERP-9 accurate on time for Gst purposes and doing the necessary with the guidance of CA.
- 9) Monthly GSTR-1, GSTR-2 and GSTR-3B Preparation.
- 10) Stock Inward-Outward maintain in Excel and in TallyERP-9. If required adjust Stock through Stock JV.
- 11) Handling Mailing activities and revert if required.
- 12) Accounts with Inventory management. (Stock management in Tally up to date).

➤ **PERSONAL DETAILS :-**

Name : Suvarna Bhagvan Palande
Address : Room no.2, Gopal Bhagat Chawl,
Ayre Gawn, Vijay Nagar,
Dombivili (E)421201, Dist. Thane.
Contact No. : 9819026112/ 7208197785
Date of Birth : 26th August 1991
Marital Status : Single
Languages Known : Marathi, Hindi, English etc.
Hobbies/Interest: : Music, Traveling, Cooking, Woolen Knitting, Learning new Interesting things etc.

➤ **DECLARATION :-**

I hereby declare that all the information furnished above is true to the best of knowledge. Should I be fortunate to be selected in your organization I would use my best endeavor to merit your confidence by my hard work & devotions to duty. I shall stand obliged to you, if you kindly consider me for the post.

Date:

Place: Mumbai

(Suvarna Bhagvan Palande).