**PHARANDE UJWALA TUKARAM**. **Sai-Charan Apartment, 3rd Floor,303.**

**Near Martoma Syrian Church.**

**Mahasabha Maidan, Kalyan(W). 421301.**

**Dist-Thane.**

**State: -Maharashtra**

**C/O- & Mobile-9967332627.**

**Email -** [**ujwala\_28@rediffmail.com**](mailto:ujwala_28@rediffmail.com)

CAREER OBJECTIVE:

To pursue a Responsible Career Position in an Organization that fosters careers building by creating opportunities that demand learning, thinking and innovation from its human assets. By applying functional knowledge and technical skill to various aspects of projects &finance department, enabling effective& solution-oriented contribution and towards accomplishment of task.

**Professional and Educational background.**

* **Tra**ined in SAP FICO Module ECC 6.00.
* Trained in Tally ERRP 9.
* Master Degree in Commerce from Mumbai University.

**Technical Knowledge.**

* **SAP -**FI- GL Accounting, New GL Functionality, Accounts Payable, Account Receivable, CO – Cost Centre, , Profit Centre &.
* Tally ERP 9 &(Old Version )-Preparation of Voucher ,Ledger, Bank Reconciliation , Journal Entry, Sales &Purchase Entry TDS entry &Receipt &Payment entry Making Foreign Remittance, Export &Import Payment, Pay Roll Related entry &Compliance

## Detailed of Employment.

**M/s Wellworth engineering Co Pvt**

Location-Andheri W

Period: -Nov,2021totill date.

## Role& Responsibility:-Account Executive

* GST-GSTR-1, GSTR-2Aregister, &3B Monthly

## TDS Payable (E-TDS –Contractor, Rent, Salary, Interest, Commission)

## Sales, Purchase Ledger Scrutiny

## Bank Reconciliation

## Fund Analysis

## Handling LC &BG

**Detailed of Employment.**

**M/s Sanjeev Flexi Pack Pvt Ltd.**

Location-Mulund

Period: -06th Sept ,2016 to 31 oct,2017.

**Role &Responsibility: - Sr. Accountant**

1. Monthly Excise Reconciliation, Account Payable &TDS , Preparation of Bank Voucher, Journal &Receipt &Payment.(Tally ERP&E Account)

2. GST -GSTR-1, GSTR-2 register,

3 Accounting entry related to Revers Charge.

4. Updating LC, Export Remittance, Bill lodgement& Nil certification,

5. Maintaining Proper record of Export documentation for Export Audit.

6. Documentation of Term Loan &Respective Loans Closer certification with Financial ends.

7. Correspondence relating to Bank and Other official routine work

8 .Maintaining Duty Drawback (Related Export Registered)

**Leighton India Contractors Pvt ltd.**

Location; -Santacruz-E.(Kalina)

Period-10th Jan2007 to 30th june2014.

**Role &Responsibility: - Account Executive.**

1. Maintain Books of Accounts.

2. Project Related (MRPL, BPCL)-Accounts payable, Cash Journal, Accruals,

3. PR&PO Related Project&Accounts Payable

4. Booking Foreign Voucher, Remittance

5. Ledger Scrutiny.

**DBM Geotechnics and Construction Pvt Ltd**

Location- Santacruz-E.

Period;-15th july2004 to 8th Jan,2007.

**Role Responsibility. -Account Assistant.**

1. Maintaining Account Receivable, EMD, &TCS records,

2.Updating BG,

3.Payroll –(PF,ESIC,MLWF,TDS)

4.Service Tax Register

5.Prepartion of Bank Reconciliation, Dr & Cr ledger Reconciliation &Confirmation at Financial ends.

6.Documentation for Term Loans.

**M/s Pratik Construction Pvt Ltd.**

Location; -Ulhasnagar.

Period; -1st Oct2001 to Jan2004.

**Role &Responsibilities:-Accountant**

1.Maintaing Books of Accounts.

2.Unsecured loans Ledgers, Labour Vouchers

3.Journal Vouchers, Sales Registered & Purchase Registered ,

4.Bank Reconciliation, TDS-on Contractor, Rent, Commission, Interest.

5.Correspondance relating to Bank& other Official Routine work.

**Professional and Educational**

|  |  |  |
| --- | --- | --- |
| ***Course / Qualification*** | ***Year of passing*** | ***Board / Institute*** |
| M.Com (Finance) | 2009 | Mumbai University |
| B.Com | 1999 | MumbaiUniversity |
| H.S.C. (Commerce) | 1996 | Mumbai Board |
| S.S.C. | 1994 | Pune Board |

***Personal details:***

Date of Birth : 28th June,1978.

Nationality : Indian.

Marital Status : Unmarried.

Language Known : English, Hindi, Marathi.

Date;-

Place:-Kalyan

Ms Ujwala .T. Pharande.