



**Mrs.NEHA TUSHAR CHAVAN**

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Swami Samarth Complex B.No.06,  
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**CAREER OBJECTIVES**

- To work in a challenging and result oriented position, which can give me better opportunities to utilize my present capabilities, enhance my knowledge base and skill for future establishment with continual improvement of organization.

**ATTRIBUTE**

- Hardworking, enthusiastic and upright attitude.
- Decisive, objective, responsible and dedicated to complete the given task correctly on time.
- Organized, Systematic and belief in effective use of time and resources.

**WORK EXPERIENCE**

**Aug 2018 – Present**

**Presently Working with Power Matrix Solutions Pvt. Ltd as an**

**“Sr. Accounts Executive”**

**Job Responsibilities**

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- Working in Tally ERP 9 Software.
- Preparation of Bank reconciliation
- Update ERP payment on daily basis.
- Verification & accounting of Employee related reimbursement related to Expense/advance.
- Resolving salary/expense related queries of employees.
- Coordination with Operations so approvals for expense, cheque authorization and Any issue with expense.
- Preparation & filing of Monthly GST, TDS return related data.
- Preparation of Sales Invoice & Challan in Tally Software with related supporting.

- Liaison with bank for payments, cheque preparation
- Maintaining & Preparing MIS as required by Management.
- Maintaining & monitoring of Outstanding payments
- Ensuring vendor accounts reconciliations on a periodic basis.
- Assist with administration and daily operations.
- Entry Sales & Purchase invoices, Receipt, Payment Bank reconciliation passing Journal entry in Tally 9.
- Maintain Petty Cash with Register
- Preparation of cheques, Fund Transfer, NEFT/RTGS
- Assist with financial and tax audits.
- Investigate on returned items to prepare credit note or Debit Note
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts
- Performs other duties as assigned from time to time by Accounts Manager
- Preparation & Updating Advance bank Guarantee & Performance Bank Guarantee

### **Nov 2016 –Jul 2018**

**Worked with (Bafna Groups) ABCN Manufacturing Pvt. Ltd as an  
“Accounts Executive”**

### **Job Responsibilities**

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- Working in Tally ERP software.
- Preparing payment cheques of vendor.
- Handling Bank & other related Works.
- To Prepare Bank Statement.(Bank Reconciliation).
- To Feed Payment & Receipt Entry.(Cash / Bank)
- To prepare Petty Cash Day to Day Basis.
- Maintain Purchase & Sales Entries in Tally through Integration.
- Preparing GST / VAT / TDS / SERVICE TAX reports on monthly basis.
- Knowledge of Uploading GST Return
- Manually keeping record of outstanding payment of parties and regular follow up.
- Monthly Checking Chassis stock / Delivery Report
- Correspondence with the clients & companies through e-mail.

### **Jan 2015–Oct 2016**

- **Worked with INDIAN SOLENOIDS as an “Accounts Executive”**

#### **Job Responsibilities**

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- Working in Tally ERP software.
- Preparing and keeping Manually all Bills
- Preparing LBT every month.
- All type of banking work and correspondence to bank
- Updating cash and cheque receipt and Payment entries
- Checking day to day enquires and give positive reply
- Preparing Monthly Bank Statement / Reconciliation.
- Maintain & Updating Inward and Outward Register.
- Maintain & Updating Sales, Purchase, Order register.
- Updating cash memos/cash Book.
- Maintain & Updating Export Documentation
- Maintain & Updating Export Bills

### **Nov 2012– Aug 2013**

- **Worked with S. C. CHEVROLET CORPORATION as an “Accounts Executive”**

#### **Job Responsibilities**

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- Working Knowledge of Tally ERP software
- Updating journal entries in Tally
- Updating purchase resister, Purchasing Bills
- Preparing and Checking Purchase Bills
- Issuing employees salary cheque
- Issuing vendors cheque
- All type of banking work and correspondence to bank
- Updating cash and cheque receipt and Payment entries
- Updating service tax in excel sheet
- Updating cash register and Petty cash book
- Updating purchasing parts, oils and lubricants, printing and stationery etc.  
purchasing bills in tally software and preparing vouchers
- Preparing the details of employee’s salary, conveyance, stationery etc.
- Doing all type of work i.e. mail, Letters to Vendors

QUALIFICATION DETAILS			
EXAMINATION	YEAR	INSTITUTE	CLASS
M.Com	March 2018	YCMOU	Second Class
T.Y.B. Com.	October 2016	K.B College of Girls	Second Class
HSC Board	March 2011	New Girls School & Jr. College	Second Class
SSC Board	March 2009	Vartak Nagar Vidyalaya	First Class

#### PROFESSIONAL QUALIFICATIONS

- 3 Months Course in Computer, Provided from MAHARASHTRA KNOWLEDGE CORPORATION LIMITED **MS-CIT** in year 2009
- 3 Months Course in **TALLY (ERP) 0.9**, Provided from GLOBAL COMPUTER INSTITUTE in year 2011

#### PERSONAL & OTHER DETAILS

- Husband Name : **Tushar Dilip Chavan**
- Date of Birth : **24<sup>th</sup> May, 1994**
- Gender : **Female**
- Marital status : **Married**
- Nationality : **Indian**
- Languages Known : **English, Hindi & Marathi**
- Other Interest : **Listening Music & reading books.**

I hereby declare that all the information's furnished above are true to the best of my knowledge and belief.

**Place : Kalyan**

**Date :**