

KHUSHBOO CHATURVEDI

Accounts Executive

DOB 22/02/1995

Address 302, Venkatesh Jyot,
Opp. Jariwala Temple,
Balaji complex,near Flyover,
Bhayander (W)

LinkedIn khushboo-chaturvedi-611b891a0

E-mail Email-khushboochaturvedi22@gmail.com

Phone 7045278880

Proactive Accounts Executive with above 3 years of successful experiences in constantly evolve accounting process, procedures governing G.S.T. filings returns, T.D.S. calculation and regulatory compliance's. Represented and brought favourable result for the various proprietors concern & company by appearing before the sales tax authority and G.S.T authority with respect to inquiries and queries raised by the authorities.



Work Experience

Aug,2018 –
Mar,2020

Executive Accountant

Dgains Soft Solutions Pvt Ltd, Goregao (Mumbai), Maharashtra

- To ensure GST Return filing i.e. GSTR 1, GSTR 2 reconciliation and GSTR 3B and making excel sheet of TDS calculation.
- Methods to ensure with new strategies to maximize the profitability, minimize revenue expenses, provided overwhelming role in developing and restructuring of the entire accounting department, prepared monthly & quarterly reports.
- To ensure every month staff payroll process with tax.
- Coordinating with CA related Auditing, preparation of Balance sheet and Profit & loss.
- Review and audit all accounts payable, purchase orders, cash receipts, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.
- To ensure books are closed on monthly basis and accruals are been resolved accordingly and further reporting is being done well in advance before the deadlines/and review the same with Director.
- Respond to Client enquiries in a courteous manner; provide information related their issues; resolve issues in an efficient and timely manner.
- Monitored service after sale and implemented quick and effective problem resolutions.
- To ensure payment process of P.T.E.C. and P.T.R.C.

- To ensure with Tax deducted at source deductions and calculating Tax deducted at source on Excel sheet.
- To ensure with Board Resolutions as per Requirement.
- To ensure processing of monthly financial statement, bank reconciliations, prepared review proposals, contracts proposals.
- Managed and optimize the Account receivable process by improving procedures and controls.

Sep,2016
July,2018

Account Assistant

Mahaveer Metal Works, Bhayander , Maharashtra

- Managed various accounting data for different Individual / Firms up to finalization of accounting work.
- Sales tax assessment and further appear before sales tax officer for presentation and to bring order copy.
- Active participation in Income-Tax assessment procedure for Individual and Proprietary concern.
- Performing account analysis and reconciliation, including bank statement.
- Ensured compliances with accounting and tax deadlines.
- Basic knowledge of GST and return filing i.e. GSTR-1
- Performed general office duties and administrative tasks.
- Scheduled client appointments and maintained up-to-date confidential client files.
- Monitored and recorded company expenses.
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Verified postings to ledgers to confirm accurate entry and account balances.
- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
- Accounts section administration and matters associated with its day to day running activities.



Education

2018-08 -
2020-07

General LL.B.: Law

Children Welfare Center Law College - Malad (Mumbai)

Currently, pursuing final year of LL.B.

2013-07 -
2016-06

B.A.F: Accounting And Finance

K.P.B. Hinduja College Of Commerce - Charni Road (Mumbai)

- Graduated with 6.33 GPA



Skills

Tally ERP-9

F1 MIS Software

Taxation law understanding

Legal Research

Working Knowledge of Windows, MS-Office and MS-Excel.



Interests

Volunteer in event management

Badminton

Reading books



Languages

English, Hindi, Marathi & Gujarati