

Priyanka Deepak Nalawade

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Objective –

“To utilize my training, experience and interpersonal skills in a position which affords both personal and professional growth as a team player and problem solver in the field of accounting”.

WORK EXPERIENCE:

Working as “Accounts Executive” at **CA A.C.Doshi & Co.** at Satara from December 2022 to Nov 2024

Worked as “Accounts Executive” at **M/s. SD Milkpro Pvt. Ltd** at Pune from February 2018 to April 2020

Worked as “Accounts Executive” at **M/s. Tejam Corporation Solution** at Pune from May 2017 to December, 2018

Worked as “Accounts Assistant” at **K B Shah & Company (Chartered Accountants)** at Pune from April 2016 to November 2016

WORK DONE (Accountabilities):

- Managed all accounting transactions in Tally ERP 9. (Journal Entries, Receipts & payment entries, Bank Reconciliation etc.)
- Preparation of Sales Agreements, Sales Invoice, Receipts & Payments Vouchers on regular basis.
- Preparation of ageing report of vendors & customers
- Preparation of expense analysis and provision analysis-analyze the reason for movement
- Preparation of monthly stock report (Inward & outward of raw material, finished goods, Sale of goods & Stock of Goods)
- Preparation of monthly MIS reports for management
- Preparation of fund flow statement for smooth daily operations.
- Preparation of TDS working and support for e-filing of TDS Return
- Preparation & e-filing of Professional Tax Return
- Preparation of tax calculation and support for e-filing of GST, VAT & Service Tax Returns

- Finalization of accounts and preparation of Balance Sheet and Profit & Loss Account.
- Audit support for Statutory & Tax Audit i.e. providing details and explanation to Statutory & Tax Auditors
- Preparation of Tax Computation, Income Tax Returns & Tax Audit Reports as well as support for e-filing of Income Tax return
- Maintain project-wise records with all the appropriate documents and vendors & customers registration.
- Preparation of agreements with reference to Purchase Orders. Follow up with customers for recovery of dues.

Review of vendor's invoices, Delivery Challans and verification with Goods Inward Register, payment terms & credit period.

Banking operations i.e. online bank transactions, payments via NEFT, RTGS & IMPS, follow up with bank for renewal of credit facilities & others

EDUCATIONAL QUALIFICATIONS:

Course	Board / University	Percentage / SGPA	Pass-out Year
CMA-Final Group-III	ICMAI	Appeared	Appeared June 2024
CMA-Intermediate	ICMAI	Passed	December 2018
CMA-Foundation	ICMAI	Passed	December 2014
M. Com (Income Tax)	Shivaji University at Satara	First Class	2018
B.Com (Financial Accounting)	DG College of Commerce at Satara	70%	2015
H.S.C. (Science stream)	Shahajiraje Mahavidyalaya Science College at Khataav (Satara)	60%	2012
S.S.C	Indira Gandhi Prashala at Pusegaon (Satara)	81.55%	2010

TECHNICAL SKILLS:

Examination	University / Board	Year	Class
Certificate Course in MS-OFFICE	MCED	2010	A+
Certificate Course in financial Accounting (Tally ERP 0.9)	PCA	2013	A+
Modular and computer training	ICMAI	2014	

COMPUTER LITERACY:

Accounting software	Tally (all versions)
Operating Systems	Windows 98, 2000, Professional, XP
Office Suites	MS-Word, Excel, PowerPoint.
Other	Complete knowledge of internet utilities

Personal Details:

Present address	Satara
Date of birth	23rd November, 1994
Marital status	Married
Nationality	Indian
Languages known	English, Hindi & Marathi

I hereby state that all the information provided above is true to the best of my knowledge. I will submit original documents as per your requirements.

Thanking You,

Priyanka D. Nalawade

Satara, 2nd september 2024

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