

Sangeeta Rathod

Kandivali (W), Mumbai – 400067.

Email : sangrathod@gmail.com

Contact : +917738225877



CAREER OBJECTIVES

To work in a dynamic environment that provides me a wide spectrum of experience/exposure and allows me to grow professionally. To bring versatile portfolio of skills at workplace and to serve the organization with positive attitude and efficiency.

SUMMARY

- Acquired 5 years of experience, sound knowledge of fundamental accounting principles.
- Deadline driven and highly organized with the ability to work independently and take responsibility for meeting deadlines.
- Achieved extensive experience in filling of Statutory returns and ensure timely accuracy.
- Expertise in preparation of Pivot Table, VLOOKUP and filling of TDS returns independently.
- Proficiency in tax software & MS Office suite.
- Managed and maintained files and documentations in accordance with the companies accounting practices and current policy.
- Strong analytical problem solving skills and communication skills with clients and banks, understanding their requirements whilst establishing and maintaining good interpersonal relationship.
- Comfortable working in a team, ability to multitask in a dynamic, fast-paced environment.

WORK EXPERIENCE

OVERVIEW OF PAST WORK EXPERIENCE

Riddhi Agro International Co. – June 2018 to March 2019 (Accountant)

- Day to day banking activities of RTGS, NEFT, Bank Deposits, Payments, follow up.
- Updation of sales, purchase, journal and bank entries in tally.
- Reconciliation of sundry debtors and sundry creditors.
- Preparation of bank reconciliation statement.
- Following up with debtors for receipt of payment if amount is not received within specified credit period.
- Maintaining and updation of inventory and petty cash records.
- Verifying whether discounts given are as per policy and calculated correctly.
- Ensuring timely payment of GST and returns.

Raichand & Sons (Electrical) Pvt Ltd – January 2011 to October 2011 (Account Assistant)

- Updation of sales, purchase, journal and bank entries in Tally.
- Ensuring Customer Satisfaction by resolving their issues and fulfilling their requirements.

D.V. Builders & Developers Pvt Ltd – July 2009 to December 2010 (Junior Accountant)

- Daily accounting process of sales, purchase, journal and bank entries, cheque printing activities in Tally.
- Follow up with bank regarding daily clearance of cheques, RTGS, etc.
- Ensuring proper maintenance of customer files and documents.
- Preparing and ensuring timely payments of statutory dues.
- Ensuring timely filing of Statutory returns.

J.C. Shah & Associates – January 2006 to September 2008 (Account Assistant)

- Finalization of accounts of various clients.
- Preparation and filling of TDS, VAT and Income tax returns of various corporate and non-corporate entities.
- Handling income tax scrutiny.
- Daily accounting work of bank deposits, payments, journal entries, debtors and creditors invoicing in tally, balance sheet, updation of TDS entries in software, coordinates the process of internal audit.

ACADEMIC QUALIFICATIONS

- **Bachelor of Commerce**, 2002 – secured 60.43%.
Mumbai University
- Maharashtra Board
HSC – Commerce, 1999 – secured 59.33%.
SSC – 1997, – secured 54.93%.

SKILLS AND EXPERTISE

- Tally ERP9, 9.0 ,8.1, 7.2 and 6.3
- Windows 2000/MS Office

CERTIFICATION:

- Certification in Tally ERP9 in August 2019
- Certification in Advanced Financial Accounting with Tally ERP and GST online course in August 2019

LANGUAGE SKILL

- English, Hindi, Gujarati.

HOBBIES AND INTEREST

- Learning by inquisitiveness and observance.

PERSONAL DETAILS

- Date of Birth : 11/10/1981
- Nationality : Indian
- Sex & Marital Status : Female & Single
- LinkedIn : www.linkedin.com/in/SangeetaRathod-1110
- Passport Number : S0629514 valid till 04/03/2028