

ANKITA KAPSE

PERSONAL DETAILS



Pune, India 411015



+91 7498857822



ankitakapse07@gmail.com

SKILLS

- Having work experience in operating TALLY ERP-9 & MS office
- 100 hrs. computer training from The Institute of Cost and Management accountant of India
- Soft skill training programme
- SAP HANA Module

ROLES AND RESPONSIBILITIES

- Drafting of balance sheet & other reports
- Bank reconciliation & Vendor reconciliation
- Filling of GST for clients
- Filling of Service Tax Return
- Maintenance of accounts in Tally ERP & Prime
- Online Payment to Vendor & Customer

CUSTOM SECTION

Versatile, high-energy professional, offering 1.5 years of career in auditing of entities, GST, Book keeping, Vouching, Invoice processing for Foreign Entities. Excellent technical, communication and interpersonal skills with strong customer orientation and client interfacing skills.

PERSONAL INFORMATION

- Date of birth: 10/21/00
- Gender: Female
- Marital status: Single

HOBBIES AND INTERESTS

Seeking to acquire a challenging responsible and decision making position in a professional organization, where I strengthen my skills and also give my best effort to achieve goals and objectives of the organization

Versatile, high-energy professional, offering 1.5 years of career in auditing of entities, GST, Book keeping, Vouching, Invoice processing for Foreign Entities. Excellent technical, communication and interpersonal skills with strong customer orientation and client interfacing skills

EXPERIENCE

January 2024 - Current

Knest Manufacturing Private Limited

- Secretarial Compliance
- Vendor / Customer Reconciliation
- Bank Reconciliation Statement
- Cash Flow Statement
- Accounts Payable & Receivable
- Online Payments to Vendor /Customer
- Salary Processing For Payment

January 2020 - January 2022

Employee SPD & Associates

- Drafting of balance sheet & other reports
- Bank reconciliation & Vendor reconciliation
- Filling of GST for clients
- Filling of Service Tax Return
- Maintenance of accounts in Tally ERP & Prime
- Online Payment to Vendor & Customer

January 2019 - July 2019

Article Rajput & Associates

January 2023

Accountant Trimasys Control Solutions Private Limited

ACADEMIC DETAILS

2022

CMA Finalist

The Institute of cost and management accountant of India

GPA: 63.75%

01/2021

B.com

Deogiri college, Aurangabad

GPA: 74.22%

01/2018

H.S.C.

Maharashtra state board, Aurangabad

- Playing games
- Reading books
- Writing
- Swimming

DISCLAIMER

I hereby declare that all the Information provided in my resume is true to the best of my knowledge.

GPA: 84.77%

01/2016

S.S.C.

Maharashtra state board, Aurangabad

GPA: 82.40%