

Mrs. Dipika Shirke

Senior Accountant

📞 9096201650 | ✉ dipikama@gmail.com | 📍 Panvel

Experienced and detail-oriented Senior Accountant with proven expertise in financial management, statutory compliance, and audit support. Adept at building strong cross-functional relationships while driving improvements in budget administration, expense tracking, and forecasting. Recognized for maintaining the integrity of financial data, delivering precise and timely reports, and supporting strategic decision-making through ethical accounting practices and insightful management reporting.

Work Experience

Senior Accountant – Smartinfologiks (Aug 2022 – Present)

- Maintained AR/AP and bank reconciliations
- Reviewed ledger entries and ensured transaction accuracy
- Prepared budgets, journal entries, and reconciliations
- Processed payroll with statutory compliance
- Filed GST returns and supported audits
- Delivered MIS & financial reports
- Improved month-end closing procedures

Accountant – Reliable Electrical Works (Dec 2020 – Jul 2022)

- Managed AR/AP, payroll, and reconciliations
- Supported journal entries and month-end closing

Assistant Accountant – Apramshri Automation Pvt. Ltd. (May 2020 – Aug 2020)

- Tally ERP entries and account reconciliation

Assistant Accountant – Vasant Deshmukh School (Mar 2014 – Mar 2017)

- Fee collection, payroll, and bank reconciliations

Assistant Accountant – Kamal Steel Corporation (May 2011 – Nov 2011)

- Tally ERP entries and sales tax preparation

Assistant – Raju Shah & Associates (Dec 2009 – Apr 2011)

- VAT audits and Sales Tax filings

Desktop Operator – Sigma Hospitality (Jan 2008 – Oct 2008)

- Petty cash, billing, quotations, and salary workings

BMS Operator – Shetty Associates (Microsoft site) (May 2007 – Dec 2007)

- AHU operations and call handling
-

Core Skills

- Financial Reporting & Analysis
 - Finalization of Accounts
 - Accounts Payable & Receivable Management
 - Bank Reconciliation & GL Accounting
 - Payroll Processing & Oversight
 - Audit Preparation & Support
 - Taxation (GST, TDS, VAT, Income Tax)
 - Financial Statement Review
 - ERP Systems (Tally ERP 9, SAP)
 - Budgeting & Forecasting
-

Education & Certifications

- Pursuing US CMA
 - Bachelor of Commerce (B.Com)
 - Tally 9.0, MS-CIT, Embedded Systems & PLC
 - English Typing (30 wpm)
 - HSC & SSC
-

Languages

- English
 - Hindi
 - Marathi
-

Interests

- Learning new skills
 - Net surfing
 - Listening to music
-