

RESUME

Name: Ashwini Tukaram Chorge
Designation: Account Executive
Phone No: 8652547637
Email : Ashwinichorge1998@gmail.com

❖ CAREER OBJECTIVE

To achieve experience of creative and challenging Environment where I could learn and apply the gained knowledge to develop the confidence and self potential.

❖ QUALIFICATION

- M.Com – Mumbai University 2020-2021
- B.Com – Sheth N.K.T.T. College, Courtnaka, Thane
- Higher Secondary- Sheth N.K.T.T. College, Courtnaka, Thane
- Senior Secondary- Sanket Vidyalaya, Manpada, Thane

❖ PROFESSIONAL ENHANCEMENTS

- Course in MS Office [MS CIT] (2014)
- Advance TALLY ERP 9.0 (2016)

❖ WORK EXPERIENCE

II. Mecords India Pvt Ltd (Manufacturing Company) from 10th Dec 2023 To Present

- Maintaining Book, in tally Prime 9.0 - Sales, Purchase, Payment, receipt, contra, Journal ledger.
- Handling Bank, Daily Bank Reconciliation, Making daily basis payment through corporate banking, net banking, & cheques (DD/BG).
- Preparing GST Calculation for return, filling GST R1 & 3B.
- Preparing TDS Calculation of monthly payment.
- Taking follow-ups from debtors & creditors regarding payment & invoices
- Maintain Petty cash vouchers
- Proficient in using MS Office Components (Word, Excel,)
- Enter all Debit Notes and Credit Notes.

II. Sangeeta Enterprises from 22nd Feb 2022 To 08th Dec 2023

- Maintaining Book, in tally ERP 9.0 - Sales, Payment, receipt, contra, Journal ledger.
- Handling Bank, Bank Reconciliation, Making daily cheques (DD/BG).
- Maintaining Stock, Scrutinize Creditors and debtors ledgers to ensure accuracy, Settlement of bills.

I. WORKED WITH CA MANOJ J. GUPTA AND ASSOCIATES FROM 13TH APRIL, 2019 TO 07 Feb, 2022.

INCOME TAX ACT 1961

Income Tax Registration (Individual, HUF, Partnership firm etc) | Income Tax return filling. | Bank Reconciliation | Maintaining Books of Accounts, Accounting Sales & Purchase, Bank Statement

entries in Tally ERP 9.0, Finalization of Books of Accounts | Preparation of Audit Report 3CB & 3CD| Amalgamation & Amortization In Book

TDS RETURN

- Registration on TDS | Working of TDS 194C, 194J, 192A, 194H, 194I & 26QB Return with payment| Preparing Challan and made Payment | Preparation of TDS returns

FOR GST ACT 2017

- GST Registration |GST 2B Matching with books | Prepared Gst calculation and filled R1 & 3B

❖ KEY QUALIFICATION AND RESPOSIBILITY

- Communicated with clients on a daily basis and ensured excellent customer service.
- Completed daily check runs and prepared cash disbursement reports.
- Liaise with internal Auditors.
- Assisted tax Accountants in Preparing tax Returns and Financial Statements.
- Complied and analyzed company documentation for accuracy.
- Analyzed quick Books data Accuracy.

❖ STRENGTH

- Believe in team work, quick & constant learner, positive attitude
- Analytical thinking & listening skills
- Problem resolving

❖ PERSONAL DETAILS

Name : Ashwini Tukaram Chorge
DOB : 03rd Oct, 1998
Marital Status : Unmarried
Nationality : Indian
Hobby : Books reading, Take initiative & learn a skill proactively
Language Known : English, Hindi, Marathi.
Address : Pravin Kirana store, Near Shitla Mata
Mandir, Azad Nagar, Kolshet Road Thane -
400607

❖ DECLARATION

I here by declare that above information is correct to the best my knowledge and belief.

ASHWINI TUKARAM CHORGE