

SHWETA TAVHARE

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ABOUT ME

I am a B.Com graduate with over 5 years of experience as an Account Executive in the finance and accounts domain. Well-versed in handling day-to-day accounting operations, ledger management, accounts Payable/Receivable, GST/TDS filing, and Bank Reconciliations Inward/Outward Remittance. Proficient in SAP, Tally, MS Excel, and accounting software. Known for accuracy, timeliness, and maintaining high standards in financial documentation. A reliable and detail-oriented professional with strong organizational and analytical skills, committed to contributing effectively to team and business goals.

EDUCATION

B.COM

Savitribai Phule Pune University

H S C

Maharashtra State Board

S S C

Maharashtra State Board

WORK EXPERIENCE

KNEST MANUFACTURERS PRIVATE LIMITED

2024–Present

Accounts Executive

- Managed day-to-day accounting operations using SAP and Tally, ensuring accurate
- Prepared and organized financial data for due diligence processes, supporting internal audits and external financial reviews.
- Analysis and interpretation of accounts payable and accounts receivables
- Vouching of Purchase Records of Manufacturing Company with Books of outward supply
- Preparation of GST returns of Monthly as well as Quarterly Basis of Outward Supply
- Analysis of Various forms of GST while claiming credit of inward supply.
- GSTR- 2A, 2B
- Preparation of data for TDS Returns
- Calculation, Deduction of TDS, and TDS Payable Statements form 26AS.
- Filing of Income tax return
- Reconciliation of records of books of accounts with records of GST portal
- Passing of Journal entries of bank statements Loan Statements etc. in Tally ERP & Prime
- Hands-on experience in invoice booking using SAP HANA. Validated vendor invoices through MIRO and FB60. Developed custom HANA Calculation Views for invoice tracking and reporting. Resolved GR/IR and tax discrepancies in a real-time HANA environment.
- Processed inward remittances from international clients, ensuring compliance with RBI and FEMA guidelines.
- Reconciled daily inward payments, identifying discrepancies and liaising with banks for resolution.

Swiftin Agencies LLP. Pune – Jr. Accountant

FEB 2023 – SEP 2024

- Maintaining Debit and Credit notes including purchase and sale using Tally.
- Reconciliation of bank statements from time to time.
- Purchase Credit Journal Entry daily.
- Filing of the Good & Service Tax (GST) daily and monthly, handling of GST portal.
- Calculation, Deduction of TDS, and TDS Payable Statements.
- Accounts & Records to Maintained Under GST–Stock Register, Input tax credit availed, Output tax payable and paid, such other particulars as be prescribed.
- Return Submission– GSTR3B Upload and Submit all return using secure data network.
- Preparing of, TDS Challan and deposit and Prepare Return detail.
- Handling of salary, calculating, examining for deduction of ESI, PF, and professional tax.
- Administered the receipt of cross-border remittances in accordance with applicable regulatory frameworks, including RBI and FEMA guidelines.
- Ensured accurate and timely crediting of inbound foreign currency transactions to beneficiary accounts
- Executed outward remittances via SWIFT, RTGS, and NEFT platforms, ensuring strict adherence to regulatory and internal compliance requirements.
- Prepared and submitted requisite documentation, including Form A2 and purpose codes, for foreign exchange remittances.

Prajyo Instrument Pvt. Ltd. Pune - Accountant

April 2018 - FEB 2023

- Creating Invoices, preparation of Debit and Credit notes and ledger to ledger tally of sundry debtors and creditors using Tally ERP 9.
- Maintained the general ledger and balance sheet across accounts receivable, account payable, and cash account.
- Reconciliation of bank statements from time to time.
- Processing invoices and statements in a timely manner and reducing the error rate by 10%.
- GST and TDS deductions based on the accounts on a weekly or bi-monthly basis.

CERTIFICATIONS AND OTHER SKILLS

- Sound knowledge of SAP HANA, Tally and other Accounting and tax software's.
- Sound knowledge of MS Excel, MS office
- Demonstrates proficient typing skills with a maintained speed of 35 words per minute

PERSONAL DETAILS

- Name : Shweta Uttam Tavhare
- Address : Shahunagar Pune 411 062
- Birth Date : 06th Dec,2000.
- Marital Status : Unmarried
- Nationality : Indian

- Language known : Marathi, Hindi, English.