

CURRICULUM VITAE

PERSONAL INFORMATION

Name : Ms. Ritika Pandey
Father's Name : Mr. Omprakash Pandey
DOB : 12/04/1990
Marital Status : Unmarried
Address : 5/38 Sujata Niketan, Rani Sati Marg, Malad-East, Mumbai-400097
Email id : pritika990@gmail.com
Contact no. : +919773161232

OBJECTIVE:

- To work at the post of an Accounting assistant and enhance my knowledge of accounting with practical experience

KEY SKILLS:

- In-depth knowledge of the accounting principles, book-keeping practices and taxation policies
- Ability to communicate effectively and coordinate work with other staff members for day to day activities.
- Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data
- Excellent in performing arithmetical calculations required for handling the accounts concerned
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books

EDUCATIONAL QUALIFICATIONS:

Examination	Year of passing	Board/University	Division
T.Y.B.COM	2010	Mumbai University Ghanshyamdas Saraf Girls College	2 nd Division
S.Y.B.COM	2009	Mumbai university Ghanshyamdas Saraf Girls College	1 st Division
F.Y.B.COM	2008	Mumbai University Ghanshyamdas Saraf Girls College	1 st Division
HSC Examination	2007	Durgadevi Saraf Girls College Pune Board	1 st Division
SSC Examination	2005	Navjivan Vidyalaya High School	2 nd Division

Had Done Certified Industrial Accountant plus with 'A' Grade from Institute of Computer Accountancy in 2011

Certified Course of GST Practitioner and trainer from Initiative Institute of Professional Training & Research with A+ Grade.

WORK SUMMARY:

1. 91DE Solutions Pvt. Ltd. (Currently working)

- Researching transactions with general ledger
- Collaborate with the local team to successfully complete invoices & orders monthly closings, and other essential accounting tasks
- Preparation of work order , Purchase order in a timely manner.
- Posting receipts & Payments in System.

2. Communicate India

From May 2024 to Apr'25

Responsibilities:

- Performed accounts receivables & payables functions for company.
- Managed vendor accounts, generating Payments on daily routine basis as per Policies of different Vendors.
- Generating tax invoices for sales & services.
- Ensured compliance with accounting deadlines.
- Liased with bankers, insurers regarding financial transactions.
- Collecting from conformation balance statement various customers for auditing purpose.
- Coordinate with suppliers & other departments for gathering necessary information.
- Follow up with client for payment, TDS certificates & GST workings, GST returns & TDS returns.
- Remittance for firm & individual, co-ordination with banks for the same on rate finalization, form 15G & H, forms A1.
- Preparation of Bank reconciliation statement, handling banking activities

3. Yogayatan Group of Companies

From February 2022 to April 2024

- **Sound knowledge in procedures involved in Statutory compliances relating to Taxations(TDS, GST Working , Reconciliations and reporting analysis)**
- **Assisting seniors in preparing Final Accounts & other financial statements**
- **Coordinating with vendors, bankers etc. for smoother operation**
- **Financial Planning and management as per the need of organization**
- **Timely monthly reporting of Payroll working , F&F Settlement, Bonus working and paid**
- **Leave calculation, gratuity working of all employees from different companies.**
- **Skills in relationship management and communication**
- **Bank Reconciliation of all current Accounts & Personal Accounts as well. ☑**
- **A team player believes in maintaining healthy relationships & excellent work environment. ☑**
- **Working of Provident fund & Professional Tax and payment to the government with challan.**
- **Preparation and e-filing of TDS statements ☑ Responsible for reconciliation of indirect taxation with respective departments and looking after accounting of the same in books of accounts.**
- **Putting adjustment and working entries for the financial Year.**

**4. Shree Naman Developers Pvt. Ltd. (SHREE NAMAN GROUP) Accounts Executive
August 2013 – Jan 2022**

Responsibilities:

- **Performed accounts payable functions for construction expenses.**
- **Managed vendor accounts, generating Payments on daily routine basis as per Policies of different Vendors.**
- **Ensured compliance with accounting deadlines.**
- **Liased with bankers, insurers regarding financial transactions.**
- **Collecting from conformation balance statement various customers for auditing purpose.**

- Coordinate with suppliers & other departments for gathering necessary information.
- Follow up with client for payment, TDS certificates & Service tax.
- Preparation of Bank reconciliation statement, handling banking activities
- Preparation of MIS (Management Information System) reports on time-to-time basis and discussion with dept. head for finalizes the MIS reports.
- Daily Cash book maintained Collecting bills from various suppliers.
- Making the provision, Scrutiny of GL and pass the necessary entries.
- Having basic Knowledge of SAP Programming

5. SSF Plastics India Pvt. Ltd.

Accounting Assistant

August 2012 – July-2013

Responsibilities:

- Receive invoices or bills from vendors, get them sanctioned and arrange for payments through checks or bank transfers
- Collect the necessary information and the source documents related to the financial transactions from the concerned people in the organization to update the financial statements daily
- Keep a record of the payroll accounts and consider a worker's total working hours, deductions and increments to compute the total amount of salary payable to the workers of the organization
- Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
- Having an extensive experience in processing all type of billing jobs etc. Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Submit monthly reports regarding the expenses and cash book balances.
- Vendor Management – Creditors Payments & Debtors Collections.
- Bank reconciliations on day to day basis.
- Receivables & Payables Scrutiny
- Finalizing the Sales Tax Audit Assessment
- Preparation of MIS Reports

COMPUTER SKILLS:

Acquainted with Ms Word, MS Excel, spreadsheet, MS Outlook,

Tally 6.3, 7.2, 8.1, 9.3.5 ERP, Tally Prime, ERP SOFTWARE, FARVISION, Having basic Knowledge of SAP Programming

LANGUAGES KNOWN:

English (Proficient)

Hindi (Proficient)

Marathi (Proficient)

HOBBIES:

Listening Music, Cooking, watching TV.

I declared that all given information are true to the best of my knowledge.

(Ritika Pandey)