



YOGITA D PALKAR

SR.ACCOUNT EXECUTIVE

CONTACT

+91 8329393927

yogupalkar21041995@gmail.com

Room no.507, Sneh Sagar
Building no-4, sag baug, Marol
Andheri East Mumbai-400059

EDUCATION

APR-2017

MUMBAI UNIVERSITY

- BCOM

FEB-2013

MAHARASHTRA BOARD, KONKAN

- HSC

MAR-2011

MAHARASHTRA BOARD,
KOLHAPUR

- S.S.C

PROFILE

Accounts & Finance professional with practical experience in end-to-end accounting, taxation, and statutory compliances, ensuring accurate records and timely financial operations.

WORK EXPERIENCE

Notandas & Sons Bandra (WEST)

16 JAN 2023 TO TILL DATE

Sr. Account Executive

Finance :

- Keeping track record of Cheques.
- Keeping track record of Vendors Payment
- Keeping track record of Customer Receipt
- Co-coordinating with Banks
- Preparing Documentation for Submission with the bank as per the instruction of Finance Head

Accounts :

- Preparing sales invoices and posting in the Tally
- Verifying Purchase bills with PO, posting in the Tally
- Keeping track record of Debtors, Creditors reporting the same to Accounts Head
- Posting Receipt and Payments entries
- Preparing Bank Reconciliation.
- Monitoring Petty Cash.
- Looking for TDS deduction while making payments to the parties
- Preparing monthly sales and purchase register
- Income Tax Related work (shares, capital gain/loss working, E-verification, other related work)
- Maintain proper filing of all documents.
- Sending online E-mails.
- TDS Returning File.
- Knowledge of all Visa and Passport related work process.
- Other Administrative Work.

YOGITA D PALKAR

SR.ACCOUNT EXECUTIVE

PERSONAL INFO

- Gender : Female
- Marital Status : Single
- Nationality: Indian
- Hobbies: Cooking, Travelling,

KEY SKILLS

- FINANCE
- BANK RECONCILIATION
- VAT
- GST
- TAXATION
- TALLY
- ACCOUNT FINALISATION
- DATA POSTING
- INCOME TAX

IT SKILLS

- MS-CIT : MS OFFICE, EXCEL
POWERPOINT
- TALLY : GST
RECONCILIATION,
ACCOUNT FINALIZE,
INVOICE GENERATE

WORK EXPERIENCE

Chartered Accountant FIRM THANE (W) DEC20 TO JAN14 2023

Accountant

Finance :

- Keeping track record of Cheques.
- Keeping track record of Vendors Payment
- Keeping track record of Customer Receipt
- Co-coordinating with Banks
- Preparing Documentation for Submission with the bank as per the instruction of Finance Head.

Accounts :

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- Monitoring Petty Cash.
- Looking for TDS deduction while making payments to the parties
- Preparing monthly sales and purchase register
- Income Tax Related work (shares, capital gain/loss working, E - verification, other related work)
- Maintain proper filing of all documents.
- Sending online E-mails..

Employed with Bafna Pramoters JAN 2019 TO DEC 2020

Accounts:

- Preparing sales invoices and posting in the Tally
- Verifying Purchase bills with PO, posting in the Tally
- Keeping track record of Debtors, Creditors reporting the same to Accounts Head
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- Preparing Bank Reconciliation.
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LANGUAGES

- English
- Hindi
- Marathi

WORK EXPERIENCE

Employed with Vipul Bearing Co.

JULY 2018 TO DEC 2018

Accounts :

- Preparing salesinvoices and posting in the Tally
- Verifying Purchase bills with PO, posting in the Tally
- Keeping track record of Debtors, Creditors reporting the same to Accounts Head
- Posting Receipt and Payments entries
- Preparing Bank Reconciliation.
- Monitoring Petty Cash.
- Preparing monthly sales and purchase register
- Maintain proper filing of all documents.
- Sending online E-mails.

Date :

Place : Mumbai

YOGITA D. PALKAR
