**Mob: 9359075488; Email:** [bhagyashree.kulkarni2987@gmail.com](mailto:bhagyashree.kulkarni2987@gmail.com)

Sector No -15, Shree Samarth so. Airoli, New Mumbai.

**Seeking a suitable role in Accounts/ Admin/ payroll/ PF/ ESI Compliance with 5+yr of experience in relevant field.**

***Strength: -***

* Good Learner
* Goal oriented and ability to thrive in a fast-paced organization
* Possess inter personal skills
* Good co-ordination and co-operation with the team
* Good performer both as a team and independently

**Skills Set: -**

Good Team member ~

Well knowledge of Accounting; computer skills MS office, Power point, Excel etc.

**Educational Details: -**

* **M.com;** North Maharashtra University; 2011; Second Class
* **B.E.-Com;** North Maharashtra University; 2008; First Class
* **H.S.C.** Board Nasik; 2005; First Class
* **S.S.C.** Board Nasik; 2003; First Pass

**Computer Knowledge: -**

* **MS-CIT**
* **TALLY 7.2 & 9.0**

**Personal Information: -**

**Name** Mrs. Bhagyashree Gaurav Kulkarni.

**Date of Birth** 2nd  September 1987

**Nationality**  Indian

**Marital Status** Married

**Sex**  Female

**Languages Known** Marathi, Hindi, English

**Hobbies: -**

* + - Singing
    - Drawing
    - Cooking

Work Experience.

**HAWK EYE SECURITIES AND FACILITES PVT. LTD.**

**Worked as Sr. Executive Operation from 16th April 2012 to 6th March 2014.**

* **Attendance audit**
* **issuing ID cards**
* **opening bank accounts and ATM cards for new employees**
* **salary sheet processing**
* **leaves report**
* **Maintain staff attendance register.**
* **Payment duties vs billing duties report**
* **Deployment order preparation for new joining.**
* **Fine challans preparation in excel.**

**VISHAL MANAGEMENT**

**Worked as a Compliance Assistant from 1O Oct 2015 to 30th Sep 2016.**

* **Preparing Salary Sheet of every company in Excel with formulas.**
* **Preparing sales invoices as per attendance and sharing them with approvals.**
* **Input monthly payroll data & update accurately in excel to ensure processing into monthly payroll calendar agreed cut off times.**
* **Checking the accurate calculation of employees pay Gross to Net.**
* **Prepare PF & Esic Statement as per Salary Sheet for preparing Pf & ESI challans of various companies.**
* **Making PF Slips of every employee of various companies.**

**Fill up PF Forms offline.**

* **Filling up online Pf & Esi contribution of PF & ESI site.**
* **Generate PF & ESI online challans.**
* **Registration in ESI Site of every employee.**

**PREMIER INDUSTRY SERVICES**

**Worked as a Compliance Assistant from 1st Feb 2021 to 16th June 2022.**

**1) Preparing Salary Sheet of every company in Excel with formulas.**

1. **Checking the accurate calculation of employees pay Gross to Net.**
2. **Prepare PF & Esi Statement as per Salary Sheet for preparing Pf & ESI challans**

**of various companies.**

1. **Making PF Slips of every employee of various companies.**

**COMPLIANCES: -**

1. **Online Registration Esi site of every employee.**
2. **Update personal information of employee in ESIC site.**
3. **Generate monthly online ESI challans.**
4. **Daily updation for UAN linked to IP no in ESIC Site.**
5. **Fill up Accident Form of employee in ESIC site.**
6. **Generate Monthly online PF Challans.**
7. **UAN generation, UAN Activation, Update KYC of employee.**

**8) Fill up online PF withdrawal form like 19 & 10c.**

**9) Fill up online PF advance i.e. 31.**

**10) Online PF Transfer of employee from one company to another company.**

**11) Process of E-nomination of employee in Member Home Site.**

**12) Fill up 10 D form PF pension.**

**13) Profession Tax yearly and monthly Return of various co.**

**NASA INFRACON PVT LTD – (Currently working)**

**Worked as Accounts and Payroll assistant from 23rd Jul 2022 to till date.**

* **Payroll and salary working.**

**1 - Attendance sheet data verification against monthly biometric report for 200+ employee's and prepare location wise attendance summary.**

**2 - Taking approval for attendance sheet and making location wise salary slips for all employees.**

**3 - Prepare bank transfer list, check salary to put on hold list for this month, add previous month salary on hold in current month if approval is received.**

**4 - Sending all salary sheets to PF ESI consultant to generate PF ESI ECR & challan's.**

**5 - Checking PF contribution of each employee as per salary sheet working and PF ECR.**

**6 – Preparing sales invoices as per attendance and sharing them with approvals.**

* **Procurement for schools as per school requirement.**

**1 - Sending school requirement to vendors for quotation.**

**2 - Making comparison for material rates and GST rates of each item.**

**3 - Taking approval on comparison to finalize vendor.**

**4 - Making Delivery challans as per location for approved vendors.**

**5 - Making PO as per approved comparison.**

**6 - checking PO against purchase invoice and booking invoices in tally.**

**7 - Making location wise quotation with agreed mark up for schools.**

**8 - Making tax invoices to be raised for schools.**

* **Making receipt and payment vouchers.**
* **booking rent and other expenses and arranging cheque payments.**
* **Preparing location wise P&L summary on yearly basis.**
* **Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable balances.**
* **Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.**
* **Processed various accounting documents, such as invoices, sales orders and purchase orders.**
* **Prepared reports as requested by accounting managers, including budgets, expenditures and other finances.**
* **Tracked payments and outstanding invoices, promptly following up on invoices by proactively calling clients.**
* **Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.**

***References shall be furnished on request.***