**Asmita Rane**

**A-303, Dhavalgiri CHS, Girivihar Complex, Manvel Padadroad, Virar East Palghar-401305**

**Mobile No. 8488978839**

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**PROFILE SUMMARY**

Having experience of 08+ years in Accounts where I equipped versatile knowledge in Accounts & Finance field and looking for a job which offers challenges, free working environment and opportunities for intellectual growth which will yield to personality development and bright future prospectus.

**AREAS OF EXPERTISE**

* Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
* Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
* Ensuring all statutory due & returns filed before due date (GST, TDS, EFP, ESIC, PT)

**EMPLOYMENT DETAILS**

**Last Working at Holzoo Online Networks Pvt. Ltd. (holidayme) as a Senior Executive since 08th November. 2013 to 30th Sept 2020.**

**Key Result Areas:**

* Accountable for the:
* Checking and verifying all accounting transactions with invoice and proper approval from seniors.
* Managing all cash & bank books for local currency and foreign currency accounts.
* Assisting and finalizing in the processing of Audit requirement for closure of financials ie Balance Sheets, Income statements and other financial statements according to legal and company accounting and financial guidelines.
* Yearly ROC filling like AOC-4, MGT-9 and other annual filling. Filling DIR KYC, Filling of FLA yearly
* Preparation of Board resolution, Minutes,
* Preparation of:
* Preparing monthly MIS report with monthly Budget vs Projected Annual Expense report.
* Preparation of Fund requirement Sheet on monthly basis after consulting from each department.
* GST working and return filling& TDS working and filling.
* Cash flow Report on monthly basis.
* Fixed Asset Schedule on monthly basis.
* Handling:
* Process a monthly payroll and disbursement of employee salary.
* Verifying and Payment of payroll compliance like EPF, ESIC, PT and TDS.
* Verifying and working on investment related document as per income tax.
* Working on income tax for TDS deduction.
* Preparing statuary bonus sheet and other HR compliance like MLWF.
* Processing employee F&F statement.

**Previously Working:**

* **PERIOD:** 6 MONTHS

**COMPANY**: Raymond Ltd. At Umbergaon

**DESINATION**: Office. Assistant

* **PERIOD:** 5 MONTHS

**COMPANY**: LL Equipment & Machines Pvt. Ltd.

**DESINATION**: Office. Assistant

* **PERIOD:** 13 MONTHS

**COMPANY**: SHRI NIDHI APPRAEL

**DESINATION**: Assistant administrator

* **PERIOD:** 2 MONTH

**COMPANY**: A. S. Marketing Pvt. Ltd. Borivali Mumbai

**DESINATION**: Computer Operator.

* **PERIOD:** 1 Year

**COMPANY**: Srini Link. Pvt. Ltd. Umbergaon.

**DESINATION**: Account Assistant.

**ACADEMIC DETAILS:**

* B.Com from Mumbai University.
* PGDFM 1st year completed.
* Tally ERP-9

**PERSONAL DETAILS:**

* Date of Birth : 16th Sept. 1987
* Languages Known : English, Hindi, Marathi, Gujarati.
* Marital Status : Married

I hereby declare that all the stated above are true to the best of my knowledge and belief.

(Asmita Rane)