

# Ashwini Pujari

Accountant

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Mobile: +971-581100730

Date of Birth: 03/03/1996

Language Know: English, Hindi, Marathi, Tulu

Place: Bur Dubai

Passport Number: Y7475639

Visa status: Visit Visa

Visa Expiry date: 31/12/2023



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## PROFILE SUMMARY:

Dedicated and results-oriented finance professional with a comprehensive background in accounting roles across various industries. Proven expertise in managing end-to-end accounting functions, including invoicing, documentation, tax verification, and financial reporting. Experienced in utilizing accounting software such as Oracle and Tally for accurate record-keeping and reporting. Strong attention to detail and commitment to maintaining high levels of accuracy in financial transactions. Basic Knowledge of Vat return.

## ACADEMIC AND PROFESSIONAL QUALIFICATION:

Examination	University / Board	Year	Percentage
M.Com	Mumbai University	April 2019	58.25%
B. Com.	Mumbai University	April 2017	80.16%
H.S.C.	Maharashtra State Board	March 2014	80.77%
S.S.C.	Maharashtra State Board	March 2012	78.73%

## PROFESSIONAL EXPERIENCE:

1] Lead Associate at **Nexdigm India LLP (Under Project-Bank of America)** Sept '22-Oct '23

- Managed invoice reception and documentation, ensuring adherence to procedures.
- Conducted thorough tax verification of invoices, ensuring compliance with tax regulations.
- Forwarded invoices to Level 1 (L1) for verification and manual data entry, maintaining a high level of accuracy and attention to detail.
- Actively participated in testing activities for new software releases, ensuring smooth functionality and generating accurate reports
- Facilitated forex fund raising activities for payments to foreign vendors, ensuring compliance with international financial regulations.
- Indexed invoices in Oracle software, ensuring proper categorization and easy retrieval for future reference
- Collaborated with interdepartmental teams to communicate Line of Business (LOB) for coding aged invoices.
- Proficiently addressed LOB-related queries, ensuring smooth operations and accurate invoice coding.

2] Account Officer at **SCOTT Sports India Private Limited** Mar '20 to July '22

- Managed day-to-day accounting and maintained company books, including bank transactions, cash handling, purchase and sales records, journals, ledgers, and petty cash
- Prepared daily sales invoices for timely and accurate billing.
- Handled prepaid and provision expenses, as well as prepared CMS sheets for online payments.
- Booked monthly credit card expenses and ensured accurate recording.
- Verified and processed reimbursement claims from employees.
- Recorded and processed salary, TDS, TCS, and GST entries in Tally software.
- Reconciled debtors and creditors ledgers for finalization
- Assisted in stock audit report preparation.

- Supported in the statutory audit process of the company.
- Generated monthly sales target reports for salespersons and dealers
- Prepared monthly TDS data for payment and filing of quarterly returns
- Compiled monthly GST inputs and outputs data for filing GST returns and reconciled GSTR-2B with ITC as per books.
- Conducted annual GST reconciliation for GSTR-9.
- Prepared monthly TCS data for payment and filing of quarterly returns.

3] Account Assistant at **Shethia and Associates**

Apr '19 to Mar '20

- Conducted on-site visits to client locations to handle daily accounting tasks and assist with closing monthly financial books.
- Prepared monthly TDS calculations and facilitated TDS return filing, ensuring adherence to tax regulations.
- Managed individual income tax return filing with accurate calculations and proper documentation
- Assisted in income tax return filing for companies, ensuring compliance and collaborating with the tax team.

4] Junior Accountant at **Creative Books & Periodicals Pvt Ltd**

Aug '18 to Mar '19

- Recorded sales and purchase orders in Tally accounting software to maintain accurate financial records.
- Calculated monthly Goods and Services Tax (GST) amounts to ensure compliance with tax regulations.
- Calculated monthly Tax Deducted at Source (TDS) amounts for proper tax deduction and reporting.
- Processed monthly payments for Provident Fund (PF) and Employee State Insurance Corporation (ESIC) contributions.
- Managed petty cash transactions, including disbursements and reconciliations, to ensure accurate and accountable handling of small expenses.

5] Jr Assistant Accountant at **Gayatri Srinivasan & Co**

Aug '17 to Jul '18

- Supported senior professionals during client visits for daily accounting tasks.
- Assisted in preparing Stock Audit reports.
- Provided assistance in Statutory audits

**COMPUTER SKILLS:**

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- Proficient in Microsoft Excel and Word
- Certified in MS CIT & SAP End User
- Experienced in working with various accounting software such as Tally, Winman, Compu-office, Webtel, Saral, Oracle, and Ariba.

**KEY SKILLS:**

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|------------------------|--------------------------|
| • Flexible & Adoptable | • Attention to details   |
| • Team Player          | • Bookkeeping            |
| • Communication Skills | • Accounting Familiarity |

**OTHER CURRICULAR ACTIVITIES:**

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- Volunteered in college events "Gandharva" and "Chrystlis."
- Participated in and won a dance competition in school.
- Participated in fund raising activity for College Festival.