

MAYURI KEDAR ZIRMIRKAR

ACCOUNTANT AND ADMINISTRATION

PHONE | (+91) 9881989796
EMAIL | zirmirkarmayuri@gmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 5 Years 3 Months

Key Skills

- Accounting
- Tally
- Book Keeping
- Accounts Finalisation
- Tally ERP
- TDS
- Quick Books
- Payables
- Taxation
- Ledger
- Process Costing
- General Accounting
- Balance Sheet
- Balance Sheet Finalisation
- TDS Return
- Bank Reconciliation
- Manual Accounting
- Accounting Software

Languages

- English
- Marathi
- Hindi

Profile Summary

PROFESSIONAL SUMMARY

Experienced lead accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Supervises three bookkeepers performing A/R and A/P duties and General Journal entries. Proven track record of performing work ethically while maintaining the integrity of all financial data.

Work Experience

Accountant and Administration

Holyland Craft International Bhiwandi
06/2014 - 05/2015

WORK HISTORY

1. Accounting entries using Tally Software
2. Filing and maintenance of documents and records
3. Interaction with Client as well as Suppliers
4. Supporting the statutory work for various Taxes
5. General Administrative activities

Accountant

Escube Air-conditioning Pvt Ltd Thane
02/2011 - 05/2014

Responsibilities

1. Tracking payments to internal and external stakeholders
 2. Preparing budget forecasts
 3. Processing tax payments and returns
 4. Manage all accounting transactions
- Prepare budget forecasts
5. Publish financial statements in time
- Handle monthly, quarterly and annual closings

- 6.Reconcile accounts payable and receivable
- 7.Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- 8.Report on the company's financial health and liquidity
- 9.Audit financial transactions and documents
- 10.Reinforce financial data confidentiality and conduct database backups when necessary
- 11.Comply with financial policies and regulations
12. Preparation of monthly stock statement and submit to bank

Account Assistant

Bayer Crop science Limited Mumbai branch

05/2009 - 08/2009

- 1.Corrected preliminary financial statements, payroll errors and cash flow reports to maintain a 100% accuracy rate.
- 2.Promoted SOX compliance by delivering required documentation and data to auditors.
- 3.Processed employee expense rei reimbursements and payroll deductions.

Education

B.Com - Commerce

2010

Mumbai University

Grade - Pass