

Nikita Nanasaheb Patil

4+ Years Experience

Contact Details

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Wasti, Ward no.7 Shrirampur-
413709.

Career Objective

- Seeking a responsible position in an organization, which gives me a chance to improve knowledge, enhance my skills and enable me to strive towards the overall development of the organization.

Work Experience

DBT & Associates, (Shukrawar Peth, Pune), (3 years)

MKRK & Company, (Kothrud, Pune), (1 year)

Digitalflake Solution Pvt. Ltd. (currently working)

Roles & Responsibilities

- Preparation of bank reconciliation.
- Handling MIS of company & Tax compliances.
- Preparation of debtors' & Creditor's statements.
- Preparation of TDS Working & filling return in a system with use of software (Winman TDS).
- Day to day Accounting transactions in Tally 9.0 software.
- Preparation of Debtors' & Creditors reconciliation.
- Preparing GST working & Filling GST.
- Payment to vendors & maintaining petty cash account.
- Maintain required account statements.
- Create & maintain all type of vouchers
- Conducting regular business reviews of financial performance.
- Looking forward to identify business improvement opportunities
- Ensuring that information is accurately collated & captured into systems.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Prepare Balance sheet and Profit & Loss accounts for Proprietor, Partnership firm.

Education

- CA Inter (Appeared)
- B. Com. – MMCC, Pune 2016 - 2017 Pune University with 59.48%.
- HSC – C.D. Jain College of Commerce, Shrirampur 2014 Maharashtra Board with 75%.
- SSC – B.R.K.K.V., Shrirampur 2012 Maharashtra Board with 65%.

Certifications

- ITT & Orientation Program from ICAI

Software / Tools

- Tally Prime
- Tally ERP 9.0
- Microsoft Office
- Microsoft Excel
- WEBGST
- Winman Tax

Business Domains

Accounting

- Sales & Purchase recording
- Credit / Debit Notes
- Debtors & Creditors Account
- Preparing Asset Statement
- Cash flow Preparation of Profit & Loss A/c
- Balance sheet Statement
- Bank Reconciliation Statement

Auditing

- Tax Audit
- GST Audit
- Bank Audit
- Trust Audit

Taxation

- Direct Tax
- GST

Strengths

- Leadership quality.
- Team handling
- Multi-Tasking, ability to work under pressure.
- Quick Learner and technically innovative.
- Participated in Debate Competition at inter college level
- Work in a fast environment, high level of enthusiasm.
- Possess a quality of patience and punctuality.

Skills

- Good communication, documentation and presentation skills, including the ability to communicate and listen effectively within all levels of the organization
- Punctual with work timings.
- Adaptable in quickly changing technical environments with very strong organizational and analytical skills.
- Good command of English Writing, Listening, Speaking and Reading.
- Strong analytical, evaluative, and problem-solving abilities.
- Ability to learn and utilize new tools & software.
- Ability to work efficiently in a team as well as individually.

Hobbies

- Singing
- Swimming
- Dancing
- Watching movies
- Travelling

Extra Curricular

- Participated in Singing, Debate & competition
- Event Organizer in all school & college events.

Personal Detail

Languages

- English
- Marathi
- Hindi

Date of Birth – 27-Mar-1997

Marital Status – Unmarried