

CURRICULUM VITAE

KARISHMA JAIN

Finance and Accounts

Place: Pune 411028

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OBJECTIVE:

A well-organised accountant with hard-working and positive attitude. Looking for an accounting & finance role to grow my abilities and contribute to the company's growth and success. Ready to Help team to achieve Company goals that offers professional challenges utilizing Excellent time management and problem-solving skills.

EDUCATIONAL QUALIFICATION:

- 2019:- Post Graduate Program in Financial Management
- 2018:- Master of Commerce
- 2016 :- B.com
- 2013:- HSC

SKILLS & CAPABILITIES:

- GST filing monthly and quarterly.
- PTRC and PTEC filing.
- TDS monthly filing.
- Invoice Management.
- Financial Management.
- Accounts receivable aging report.
- Account reconciliation.
- Basic Knowledge of Income Tax.
- MS Office Suite.
- Bookkeeping.

EXPERIENCE:

Associate-Finance and Accounts March 2023-Oct 2023

Udyen Jain and Assocites, Pune

- Handled day-to-day bookkeeping duties, maintained accurate, detailed company finance records.
- Managed accounts payable and receivables, raising invoices, reconciling accounts and processing cash transactions.
- Generated E-Invoices through Tally ERP 9 with required necessary details like billing name and address, GSTN of the supplier, etc.
- Timely Follow ups with Clients on the basis of weekly accounts receivable aging Report to check the overview outstanding.
- Prepared and filed GSTR 1 and GSTR 3B tax returns within deadlines.
- Prepared, paid and submitted PTRC and PTEC return in the prescribed format provided by the state authority.
- Proficient in operating cash registers, processing payments, and handling cash, with zero discrepancies or errors.
- Coordinated financial services for multiple clients and maintained strict compliance standard and controls.
- Consulted with managers and chief executive to understand financial situation.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.

Accountant Sept 2021-Oct 2022

Nitesh Kothari and Company, Mumbai

- Handled day to day accounting processes to drive financial accuracy.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Worked with the team to ensure timely compliance with respect to payments & regulatory compliances relating to GSTR 1,GSTR 3B, GST Reco with GSTR 2A.
- Maintained up-to-date knowledge of professional accounting standards to manage financial record keeping.
- Gathered financial information, prepared documents and closed books.

SOFTWARE:

- Tally ERP 9
- CompuTax
- SAG Infotech
- Miracle
- I-TAX
- Genius