

RESUME



Name & Address :

Miss. Ramila Shivji Kumbhar
2-B/302, Damodar Park,
LBS Marg, Ghatkopar (West)
Mumbai – 400 086

Date of Birth : 25.05.1974

Marital Status : Single

E.mail : ramila_kumbhar@yahoo.com, ramilakumbhar@gmail.com

Mobile No : 9867343041

Languages Known : English, Hindi, Marathi, Gujarati

Qualification : B.Com - First class (69%) from S.N.D.T. University, Mumbai.

Other Knowledge :

- A) Accounts up to finalization, E.TDS, Branch Accounting, Tally, Customised ERP
- B) Knowledge of Stock Market & Debt Market

Total Experience : 18 Years

Presently working with Karnavati Lions Foundation, since 01-03-2022

CTC : 4.80 Lacs

worked with Jeena & Company since Feb -2019 to June-2021 at Andheri, Mumbai.
Jeena & Co. CTC : 5.30 Lacs

Work Experience :

- worked with *Parksons Packaging Ltd. (a leading Mfg company in Packaging Industry) for June-2015 to Jan-2017*
- Worked as an Associate with *The Boston Consulting Group India Pvt. Ltd at Nariman Point, Mumbai for Dec-2013 to May-2015 (US Based MNC – ON CONTRACT BASIS)*
- Worked as an **Associate Manager** with *Darashaw Ltd . for Jan-2013 to Oct-2013.*
- Worked as an Accountant with *NCR Corporation India Pvt. Ltd. (US Based MNC at Vikhroli for May-2012 to 11th Jan-2013. – Handling Overseas Accounts.*
- Worked as an Accountant with *Express Industrial Services Pvt. Ltd. for the period March-2010 to April-2012.*

➤ **Job Responsibilities :**

- ❖ Accounts Finalization
- ❖ TDS – Accounting, E-Payment & Quarterly Returns
- ❖ Payroll & Employees Income Tax
- ❖ Accounts Receivables & Payables
- ❖ Service Tax - Co-ordination with Tax consultant

- **Worked for 7 Years with Manilal Patel Clearing Forwarding Pvt. Ltd.,** Mumbai as an Accountant for the period *05.12.2002 TO January- 2010.* - having branches at Delhi, Ahmedabad, Bangalore, Madras, Tirupur & Gandhidham - 350 employees.

Job Responsibilities :

➤ **Account Finalization**

- ❖ Working **with Accounts Finalization Team** , Preparation of P&L, Balance sheet, 3CD reports. & E.Filing of I.T. Return.
- ❖ Close liaisoning with statutory auditors for meeting the targets set by the company and solving the queries raised by the auditors during audit.
- ❖ Year ending Account Closing entries
- ❖ I.T. Returns of Directors & maintaining books of accounts.
- ❖ Audit

➤ **TDS :**

- ❖ *TDS : TDS deduction entries*
- ❖ *E.Payment of TDS*
- ❖ *Filing of Quarterly E>Returns*
- ❖ *TDS certificates & Reply to Queries raised by NSDL.*
- ❖ *Maintaining record of TDS receivable & checking with ledger & online status with IT Dept. along with reconciliation of the same for payment of advance taxes / self assessment tax.*

➤ **Payroll :**

- ❖ *Payroll Processing*
- ❖ *Accounting entries related to Payroll & reconciliation of the same.*
- ❖ *Payment of Employees Income Tax, Prof Tax, Provident Fund, Housing Loan installments, LIC payment , other Loans & Advances etc.*
- ❖ *Verification of Employees Income Tax Computation*
- ❖ *Filing of Salary TDS Returns & reply to queries raised by NSDL.*
- ❖ *Issue of Form-16*

➤ **PF Trust work which required the following accounting functions :**

- ❖ *Books of Accounts of Provident Fund Trust*
- ❖ *Balance sheet of P.F. Trust & Finalization*
- ❖ *Maintaing Employees Individual record of P.F. & Pension*
- ❖ *Fund Investment as per govt investment Pattern*
- ❖ *Maintaing Record of Investment, income on investment, maturity & reinvestment.*
- ❖ *Attending Inspection every year with Govt. officials.*

➤ *Worked as Jr .Accountant with Asiatic Chemical Works (Chemical Mfg. Co.), Mumbai*

Thanking You,

Yours faithfully
Ramila Kumbhar