

CURRICULAM VITAE

NIKITA NIWALKER- MANDALKAR

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PROFESSIONAL SUMMARY

Equipped with a Graduate Degree in Finance and 7 Years of Accounting Experience. Proficiency in Computer Programs such as Microsoft Office and Software like LOGIC, TALLY and SAP. Overall Knowledge of Direct and Indirect Tax. Knowledge of Auditing, Bank Reconciliation, Tax Return and Development of Quarterly and Year End Estimates. Detail-oriented, Dynamic Professional in search of Advancement Opportunities within reputable, Growth oriented Organisation with Self Growth.

PROFESSIONAL PROFILE

History of Employment : Dicitex Furnishings Private Limited.

Designation : Accounts Executive.

Working Period : 16th August 2022 to At present.

Job Profile : Accounts and Taxation

Maintaining the books of accounts up to finalization.

- Knowledge of GST, TDS, preparation of GST counting and Income Tax return filings.
- Preparing of all GST & Income Tax details.
- Bank deposits, payments and reconciliation.
- Preparation of monthly stock reports.
- Checking vouchers with supporting documents.
- Checking all the tax related documents.
- Data entry including sales, purchase, receipts, payments & bank reconciliation statement.
- Correcting the ledger accounts.
- Preparation of debtors / creditors statements.
- Audit Work

History of**Employment : Kewal Kiran Clothing Ltd.****Designation : Account Assistant.****Working Period : 24th April 2017 to 13th August 2022.****Job Profile : Accounts and Taxation**

- Responsible for Monthly TDS working and Quaterly E Return of TDS for KKCL and other Group Companies.
- Check data input verify totals on Forms prepared by others to detect errors in Arithmetic, Data Entry.
- Prepare GST Payemnt Summaries. Co-ordinate with Parties for GST Reco.
- Preparing of ISD Working.
- Preparation of E Way Bill as required.
- Workings for Annual Return.
- Co-ordinate with Company Employees for their Salary Investment Declaration for Salary TDS and advise them for Investment.
- Calculation of Loan Working of the Employees.
- Monthly MIS for Retail Sale.
- Co-ordinate with all Auditors to solve their queries.

History of**Employment : Hindustan Pencils Pvt Ltd****Designation : Accounts Assistant.****Working Period : 01st June 2015 to 14th April 2017 .****Job Profile : Accounting of Expense and Purchase Bills**

- Checking & Booking of Transport bills, repairs and constructions & Purchase Bills. I.e. vendor invoice original, party signature, tax charged in bill, calculation.
- Maintaining records of Quotation, contract copy & TDS Letter.
- Preparing Journal Voucher.
- Debit note preparation as well as Checking. Reconciliation of vendors.
- Clearing TDS Effect Clearing Account Effect.
- Knowledge of Purchase order maintaining the Purchase order register.
- Knowledge of Park Invoice.
- Knowledge of GR/IR Account maintaining Knowledge of display purchase Order.
- Knowledge of Service Tax on Vendor Payment Knowledge of call MIRO change status Knowledge of Display Document.
- Knowledge of Post parked Document knowledge of G/L Account Line Items Knowledge of GL Clearing.
- Payment checking.

History of**Employment : First Advantage Pvt Ltd****Designation : Associate-Operations.****Working Period : 29th May 2014 to 29th May 2015.****Job Profile : Verification Process**

- Preparing Log-Daily work Assigning checks to Individuals
- Approaching Office Superintendent or School Staff for Verification.
- Approaching Human Resource Department of Firms for Verification.
- Preparing Letters, Demand Draft as required for Verification.

EDUCATION QUALIFICATION

BMS: Passed in the year 2014 with First Class from Mumbai University.

H.S.C: Passed in the year 2011 with First Class from Mumbai Board.

S.S.C: Passed in the year 2009 with First Class from Mumbai Board.

ADDITIONAL QUALIFICATION:

Computer Skills : Tally 9, Basic computer knowledge, MS-CIT (88%).

Operating System : SAP Version 6.0

PERSONAL INFORMATION

Date of Birth : 21st December 1993 (Mumbai)

Marital Status : Married

Nationality : Indian

Languages Known : English,Hindi,Marathi.

Hobbies : Travelling and Music.

Current CTC : 4,00,000/- P.A.