

Mrs. Archana Ganesh Vidhate

Flat No.F-403,
Western Avenue,
Near Sayaji Hotel,
Opp to Phonix Mall,
Wakad-Pune-411057.
8999512647/9920754734

Interested in hard work and challenging job, with respect to my qualification and let myself to be used as the best of my utility towards the growth of the company

Educational Qualification : T.YB. CAF

Computer Knowledge : TALLY, MS - WORD, MS - EXCEL, INTERNET-OPERATING

Work Experience : Shiv Developers (Park 59) & Infinity Landmark As **Accounts Executive (1st April 2023 to till date)**

Job Responsibility : 1) Daily Maintain Day to Day Basic Bill entry
2) Cash Voucher Entry
3) Quarterly RERA Update
4) Monthly TDS Returns
5) Monthly GST Payment
6) Pay Online Customer TDS Payment
7) Prepare Purchase Order
8) Payment Follow up with Customer.
9) Update Customer Sales MIS
10) Prepare Demand Letter , Bank Transfer Letter
11) Prepare Monthly Contractor Outstanding List
12) Monthly Staff Salary & Transfer Payment
13) Monthly PF, ESIC and PT payment

Work Experience : Midas Touch Facilities & Shiv Enterprises (RAHATANI) As **Accounts Executive (July 2019 to March 2023)**

Job Responsibility : 1) Daily Maintain Day to Day Basic entry
2) Monthly PF, ESIC and PT payment
3) Day to Day update with bank
4) Daily Reconciliation with bank
5) Prepare quotation
6) Monthly Staff Salary & Transfer Payment.
7) Maintain All Company Vendor wise ledger

- 8) Follow up for Outstanding Payment & Ledger
- 9) Maintain Petty Cash.
- 10) Transfer Payment For Vendor
- 11) Check day to day mail & reply.
- 12) Prepare Monthly Housekeeping & Security Sales Bill
- 13) Check Sales & Purchase GST payment.
- 14) Check Monthly E-way Bill.
- 15) Paid Online GST Payment.

Work Experience : Sadhana Vidya Mandir & Tirupati Enterprises
As Accounts Executive (June 2016 to May 2019) (KALWA)

- Job Responsibility :
- 1) Daily Student Fees Receipt Payment Entries
 - 2) Monthly PF and PT payment
 - 3) Day to Day update with bank
 - 4) Daily Reconciliation with bank
 - 5) Maintain all the accounts .
 - 6) Recorded and prepared all cash receipt for bank deposits.
 - 7) Handel Parents and students all fees related quires.
 - 8) Completed 2013 to 2019 Audit for Finalization.
 - 9) Maintain Petty Cash.
 - 10) Draft School related all type of letter.
 - 11) Online payment for distributors & Vendors .
 - 12) Check day to day mail & reply.
 - 13) Follow up o/s fees student .
 - 14) Monthly salary calculation & transfer all staff salary
 - 15) Create all construction sales bill.
 - 16) Maintain Purchase order .
 - 17) Check Sales & Purchase GST payment.
 - 18) Payment Bill to Bill Payment for suppliers .
 - 19) Pay online Monthly GST & PT payment.
 - 20) Chcek online Supplier O/S GST (B2B) payment.
 - 21) Handel to transfer daily Bank to Bank Payment.

Work Experience : Devang Desserts Pvt.Ltd (THANE)
As Accounts cum Adminstrative (March 2015 to June2016)

- Job Responsibility :
- 1) Daily Created shopwise challan.
 - 2) Daily franchises challan & Bills created.
 - 3) Daily maintain Godown stock & All Shop stock maintain.
 - 4) Daily update All shops Day to Day record in Excel.
 - 5) Monthly staff Salay
 - 6) Quarterly Report Maintain from All shops
 - 7) Check Daily Voucher data Entries in TALLY.

(Like Sale, Purchase, JV, Payment & Receipt).

8) Bank reconciliation on daily basis.

9) Check Petty cash Voucher.

10) Follow up the O/s Statement.

Work Experience : MobeePay Infotech Pvt.Ltd (THANE)
As Accounts Executive(Nov 2012 to Feb 2014 date)

Job Responsibility : 1] Reply all accounts related mail.
2] Check Daily Voucher data Entries in TALLY.
(Like Sale, Purchase, JV, Payment & Receipt).
3] Bank reconciliation on daily basis.
4] Confirmed Line Invoice with Sales person,
arrange. Payment for releasing B/L.
5] Check Petty cash Voucher.
6] Follow up the O/s Statement.
7] Keep proper track of O/s statement.
8] Monthly calculation of Staff Salary & transfer the
Salary.

Work Experience : Padma Industries (BHANDUP)
AS A ACCOUNTANT FROM 1 July 2012 to.Oct 2012

Job Responsibility : 1] Handling Petty Cash.
2] Day to Day Voucher data Entries in TALLY
Package.
3] Raise Invoice to Debtors & Tracking O/S
Payments.
4] Make Salary of Staff, Professors & Directors.
5] Update all Invoice & Receipt Entries in Tally.
6] Check Bank Status & Bank Reconciliation in a
Week.
7] Handling Auditors Requirements.
8] Issue Salary Certificates to Staff.

Work Experience : S.M.Pooj & Co. (DADAR)
AS A Accountant
From November 2011 TO June 2012.

Job Responsibility : 1) Daily Purchase & Sales Entries
2) Monthly bank reconciliation .
3) Handling Petty cash
4) Monthly calculation of staff salary
5) Prepare Audit Report
6) Reply all mail.

LANGUAGE KNOWN : ENGLISH, HINDI, MARATHI,
CONTACT NO : 8999512647/9920754734
EMAIL ADDRESS : archanavidhate2014@gmail.com
PLACE : Wakad
DATE :

SIGNATURE

(Mrs.Archana Ganesh Vidhate)