

**Mrs. SHEETAL R.BANDEKAR**

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**CAREER OBJECTIVE**

Seeking a challenging position in progressive & dynamic organization which will provide me an opportunity as a professional & enhance my skills.

**Summary**

- ❑ Working with Kirti Developers as Senior Accounts Executive
- ❑ Worked with Abisky Ritkriti Projects LLP as Accountant
- ❑ Worked with Gagan Properties as Accounts Executive.
- ❑ Worked with Sun Security Services as an Accountant.
- ❑ Worked with U.H.Painters & Decorators as accountant in Goa.
- ❑ Previously worked for Della Tecnica Group as Accounts Executive, in charge for vendor management and accounting Mumbai.
- ❑ Previously worked with Sadhale Enterprises as Accounts Executive.
- ❑ Hands on experience in Tally (ERP) and other accounting entries / Procedures

**Work Experience**

Organization : Kirti Developers  
Duration : Jan 22 to Till date  
Designation : Accountant

**Responsibility**

- Maintain accounts for Vendor and other parties
- Handle Supplier Bills & Payments right from verification of bills till settlement.
- Responsible for Bank Reconciliation, Party reconciliation
- Making Monthly TDS payments and also Entries in TDS Software
- Making monthwise GST working and also Checking GST payments of Vendors in GST Portals.
- Handling Petty cash of Sites

Organization : Abisky Ritkriti Projects LLP  
Duration : Aug 2021 to Jan 2022  
Designation : Accountant

**Responsibility**

- Maintain accounts for Vendor and other parties
- Handle Supplier Bills & Payments right from verification of bills till settlement.
- Responsible for Bank Reconciliation, Party reconciliation
- Making Monthly TDS payments and also Entries in TDS Software
- Making monthwise GST working and also Checking GST payments of Vendors in GST Portals.

- Handling Petty cash of Sites

Organization : Gagan Properties  
 Duration : July 2017 to Aug 2021  
 Designation : Accounts Executive

#### **Responsibility**

- Maintain accounts for Vendor and other parties
- Handle Supplier Bills & Payments right from verification of bills till settlement.
- Responsible for Bank Reconciliation, Party reconciliation.
- In charge for maintenance of Cash Ledger & Petty cash expenses for various locations(sites).
- Making Monthly TDS payments and also Entries in TDS Software.
- Making monthwise GST working and also Checking GST payments of Vendors in GST Portals.
- Salary Processing of Staff and Site Staffs

Organization : Sun Security Services  
 Duration : July 2015 to June 2017  
 Designation : Accountant

#### **Responsibility**

- . Preparing Sales Bills
- Handled Pay roll processing for the Staffs and their queries

Organization : U.H.Painters & Decorators  
 Duration : 1<sup>st</sup> January 2013 to June 2015  
 Designation : Accounts Executive

#### **Responsibility**

- Maintain accounts for Vendor and other parties
- Handle Supplier Bills & Payments right from verification of bills till settlement.
- Responsible for Bank Reconciliation, Party reconciliation, Bill Book

Organization : Della Tecnica Interior Design & Project Management Pvt Ltd-Mumbai  
 Duration : 20<sup>th</sup> April 2008- 23<sup>rd</sup> October 2011  
 Designation : Accounts Executive

#### **Responsibility**

- Maintain accounts for Vendor and other parties
- Handle Supplier Bills & Payments right from verification of bills till settlement.
- In charge for maintenance of Cash Ledger & Petty cash expenses for various locations(sites).
- Responsible for Bank Reconciliation, Party reconciliation, Bill Book and updation of transactions

Organization : Sadhale Enterprises  
 Duration : 1<sup>st</sup> April 2007- 15<sup>th</sup> April 2008  
 Designation : Accounts Executive

#### **Responsibility**

- Responsible for handling Books of account on a daily basis

- Managed accounting entries for purchase and sales transaction
- In charge for processing receivables, payables, advances and banking transactions.
- Handled Pay roll processing for the Staffs and their queries.

### **Academic Qualifications**

Year	Degree	Name of the Institution	Major Field of Study	Class
2008	MBA	Indian Institute of Advance Management Training & Research (IIMS) Goa Chapter	Finance	1st class
2007	BMS	University of Mumbai	Finance	1st Class
2003	HSC	Maharashtra University	Commerce	1st class
2000	SSC	Goa University	English Medium	2nd class

### **Computer Literacy**

- Accounting Tally (ERP).
- Completed Diploma in office management from National Info Tech center of Computer Education, Bangalore and Nice computers, Ponda – Goa.
- Windows and MS Office - Excel, Word & Power point.

### **Personal Details**

DATE OF BIRTH : 31st December 1984  
 PLACE OF BIRTH : Bangalore  
 NATIONALITY : Indian  
 GENDER : Female  
 PASSPORT NO : G8069096  
 PAN NO : APZPB8353B

**LANGUAGES KNOWN:** English, Hindi, Marathi and Konkani.

### **PERSONAL ASSETS**

I am Team Player by nature and love Challenging assignments. My positive attitude in facing difficult situations has stood me in good stead throughout my formative years. Physical and mental discipline is my strength. Surf internet, listening to music.

