

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 : 1st 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 : 20th April 2008- 23rd 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 : 1st April 2007- 15th 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.

