

SWAPNIL SHARAD DHADVE

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CAREER GOAL

To build a strong career in **Accounting and Finance** by leveraging my **analytical, audit, and reporting skills to support strategic decision-making** and financial efficiency, while **continuously learning and taking on new challenges** in a dynamic environment

ACADEMIC QUALIFICATION

Examination	School and College	Year of passing
T.Y.B.Com	SAVITRIBAI PHULE PUNE UNIVERSITY	OCT, 2018
H.S.C.	MAHARASHTRA STATE BOARD	FEB,2015
S.S.C.	MAHARASHTRA STATE BOARD	MARCH,2013

WORK EXPERIENCE

VT and Associates (CA firm) from Nov 2019 to Oct 2022 - Account Executive

Classic Promoters & Builders Pvt Ltd from Nov 2022 to Aug 2023 – Account Executive

Mantra Properties Sep 2023 to Till Now - Account Executive

- Recorded and verified **purchase and sales invoices in Tally/Highrise Software**, ensuring 100% accuracy in vendor and customer ledgers.
- Performed **monthly intercompany reconciliations** across group entities, identifying mismatches.
- Assisted in **internal and statutory audits** by preparing schedules, supporting documents, and responding to auditor queries, contributing to timely completion of audits within deadlines.
- Prepared and analysed **monthly MIS reports of vendor outstanding and advance payments**. ensuring accurate ageing analysis and timely settlement of dues.
- Processed **statutory and vendor payments** (GST, TDS, PF, electricity, property tax, etc.) through online banking portals, ensuring compliance with due dates and avoiding penalties.
- Handled account opening and closing procedures** for entities and employees, ensuring adherence to KYC norms
- Prepared **monthly bank reconciliations** for multiple accounts , identifying timing differences and ensuring ledger accuracy.
- Reconciled Form 26AS with books of accounts and TDS ledgers quarterly**, identifying mismatches and coordinating with clients/vendors for timely correction before return filing.

Skills

- Proficient in the use of accounting software Tally ERP 9 and Highrise
- Well versed with MS Office Applications – Microsoft Excel, Word and Power Point.
- Quick learner, adaptive, detail-oriented, and enthusiastic about implementing new ideas and process improvements.

PERSONAL DETAILS

Name : Swapnil Sharad Dhadve

DOB:- 20/12/1996

Languages known :- English, Hindi, Marathi

Address:- Dhanraj Park L 13 Kaspate Wasti Road Wakad -411057

Marital Status:-Married