

NEETA NALAWADE

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A- 203 sharddha orchid Ganesh Nagar ravet Pune- 412101

Objective

Seeking to leverage strong financial reconciliation and reporting skills to support the success of a growing organization.

Experience

Nov 2022 - July 2025

Wellwisher Group

Account executive

1. Managed full-cycle accounting in Tally prime, including sales, purchases, Journal Vouchers, and expense booking
2. Establishing and maintaining relationships with vendors and suppliers. Handled complete accounts payable and receivable functions, including vendor negotiations and timely payment processing.
3. Maintained daily bank reconciliations.
4. Prepared monthly, quarterly, and yearly project cost sheets in Excel.
5. managed petty cash, preparing daily reconciliation reports in MS Excel and Tally.
6. Processed monthly payroll, including attendance sheets and salary slips.
7. Vendor Payment TDS, GST Challan Payment On time.
8. handling in GST Monthly calculation & working payment filling of GSTR-1, GSTR-3B, Annual Returns, before the due date.
9. Ensured 100% on-time compliance for all statutory filings, including GSTR-1, GSTR-3B, eliminating penalties.
10. Making payments through various modes like NEFT, RTGS, cash, cheques, etc, and keeping track of them
11. Communicating with clients and vendors through phone calls or email.
12. Perform daily, monthly, quarterly, and annual accounting activities independently

Aug 2021 - Oct 2022

Jayawant Tandel CA Firms

Accountant

1. Managed monthly GST calculations and filings (GSTR-1, GSTR-3B,) for multiple clients.
2. Handled daily accounting in Tally– Sales, Purchases Entry, Debit Notes, Credit Notes, Expense booking JV, Payment receipts entries TDS Retries.
3. Handling Bank Reconciliation.
4. Handling day-to-day accounting– Preparing invoices and follow-up for pending payments.
5. Supported the preparation and filing of Individual and Company Income Tax Returns.
6. Making payments through various modes like NEFT, RTGS, cash, cheques, etc, and keeping track of them.
7. Handling all banking-related works.
8. Handling petty cash and giving a monthly expense sheet.
9. Communicating with clients and vendors through phone calls or emails.
10. Processed client payroll and prepared monthly salary sheets.

Feb 2020 - Jun
2021

NEARBYPLOT REALTY PVT LTD

Junior accountant

1. Managed daily accounts, including petty cash, bank operations, and payment processing.
2. Assisted in accounting for real estate plot buying and selling transactions.
3. Making payments through various modes like NEFT, RTGS, cash, cheques, etc., and keeping track of them.
4. Handling all banking-related works.
5. Processed employee payroll and calculated incentive sheets.
6. Handled monthly GST calculations and payments.

Education

2020	Sterling College Bachelor of Accounting & Finance (B.A.F.)
2017	St. Agrasen High School & Jr. College Higher Secondary Certification (HSC) 70%
2014	Sushma Patil school Secondary School Certificate (SSC) 72%

Skills

Technical Skills: Tally ERP & Prime, Advanced Excel, MS Office • Accounting & Compliance: GST Return Filing, TDS Return Filing, PT Return Filing, Bank Reconciliations, Payroll Processing, Payment Processing • Core Competencies: Communication Skills, Accounts Payable & Receivable, Vendor Management

Professional Summary

Executive with 4+ years of experience managing full-cycle accounting operations. Proven expertise in Tally ERP & Prime, GST and TDS compliance, payroll processing, and vendor management.