

SWAPNALI PRASHANT JADHAV

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Objective

- ▮ To grow with organization while contribution to the growth, to the best of my abilities & talent.
 - ▮ To take every opportunity to expand my learning curve as a professional and excel in my career myself fully and realize my potential. Willing to work as a key player in challenging Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore & creative environment.
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Work Experience

Working as “Account Assistant” in Mexico Clothing Company, SakiNaka.

Period : 4th Sept 2025 to Till Date.

- ❖ Accounting Entries - Sale, Purchase, Payment, Receipt, TDS and Expenses in their software.
- ❖ GSTR 1, GSTR 3B Working, Return Filing & Payment of GST Liability.
- ❖ TDS Working, Payment & Return filing.
- ❖ Reconciliation GST -2A.
- ❖ Preparation of E- Way Bills .

Working as “Sr. Account Assistant” in R. J. College, Ghatkoper (W.)

Period : 6th July 2023 to 31st Aug 2025.

- ❖ Accounting Entries- Payment, Receipt, TDS, Expenses & Provision for Expenses in Tally Prime.
- ❖ Maintain Employee Record.
- ❖ Payments follow-ups with Students.
- ❖ Bank Reconciliation.
- ❖ Maintain Day to Day Cash
- ❖ Calculating & Preparing Data for PF

Working as “Sr. Account Assistant” in CA. SORABH R. AGRAWAL & CO.

Period : 7th January 2022 to 31st January 2023.

- ❖ Accounting Entries- Sales, Purchase, Payment, Receipt, TDS, Expenses & Provision for Expenses in Tally Prime & ERP 9.
- ❖ GSTR 1, GSTR 3B Return Filing & Payment of Monthly & Quarterly GST Liability.
- ❖ TDS Working, Payment & Return filing.
- ❖ Reconciliation GST -2A.
- ❖ Preparation of E- Way Bills & Container Costing (Import of Yarn).
- ❖ Preparation for Income Tax Return.

Working as “Account Assistant” in Redefine In-out Solutions LLP.

Period: 1st January 2021 to 30th October 2021.

- ❖ Making Purchase order/ Proforma Invoice & Quotations.
- ❖ Day to day Purchase Booking & Invoice generating.
- ❖ Bank Reconciliation.
- ❖ Maintain Day to day basis Petty Cash.
- ❖ Mostly preparation of GST return summery and GST filling .
- ❖ Coordination & Communication with customers & vendors.
- ❖ Payments follow-ups with customers.
- ❖ Vendor Reconciliations.
- ❖ Maintain Employee Record, Making Salary.

Worked as “Account Assistant” in Universal Trading Company.

Period: 20th December 2017 to 23rd October 2020

- ❖ Day to day Sales & Purchase Booking & Invoice generating.
- ❖ Bank Reconciliation, Stock Report.
- ❖ Maintain Day to day basis Petty Cash
- ❖ Mostly Preparation of GST return summery.
- ❖ Coordination & Communication with Tax consultant, Company CA/CS.
- ❖ Coordination & Communication with customers & vendors.
- ❖ Making Purchase order/ Quotations.
- ❖ Payments follow-ups with customers.
- ❖ Vendor Reconciliations.
- ❖ Maintain Stock register (Location wise)
- ❖ Maintain Employee Record, Making Salary.

Worked at “POPAT RAJA & SONS” from January 2017 to July 2017

- ❖ Making Export Invoice for Customs.
- ❖ Making Bill of Lading for Consignee.
- ❖ Maintain all documents related to Export.

Education

- ▮ Passed TYB.com Examination in March 2016 II Class.
- ▮ Passed HSC Examination in March 2013 II Class.
- ▮ Passed S.S.C. Examination in March 2011 II Class.

Computer & Other Skills

- ▮ Well aware of Windows (Word, Excel, Power Point)
- ▮ Knowledge of Excel (VLOOKUP, Concatenate, Count if)
- ▮ Tally (ERP 7.2 & 0.9), Tally Prime

Personal Details

Date of Birth : 09.12.1995
Languages Known : Marathi, Hindi & English.
Sex : Female
Marital Status : Married
Religion : Hindu
Hobbies : Listening Music & Dancing
Correspondence Address: Room No. 3, Prabhu Bhai Chawl, Pyari Nagar, Opp. Nirmala Niwas,
Khar Danda, Khar Road (W.)
Mumbai: 400052.

STRENGTHS

- ▮ Positive attitude, high energy and determination.
- ▮ A high tolerance of stress and enjoys responsibilities.
- ▮ Quick learner with good grasping ability.
- ▮ Action-oriented and result focused.
- ▮ Great time management skill.

Declaration

All information in this resume is true and correct to the best of my knowledge and belief.

Place: Mumbai

(Swapnali Prashant Jadhav)