

# **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 : 6<sup>th</sup> July 2023 to 31<sup>st</sup> 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 31<sup>st</sup> 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: 1<sup>st</sup> January 2021 to 30<sup>th</sup> 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: 20<sup>th</sup> December 2017 to 23<sup>rd</sup> 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)