



Kranti Bhoir

Senior Accounts Executive

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Home No 698, Galli No 1, Mykhop, Patipada, Near
Sai Baba Mandir, Kelve Road, Dist .Palghar
401401.

Objective:

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career. Skilled in managing financial transactions, maintaining accurate records & providing efficient administrative support. Seeking a challenging role where I can utilize my expertise in Tally accounting and administrative skills to contribute to the success of the organization.

Summary:

- Over 9½ years of experience in Tally accounting and administration, with a strong understanding of financial principles and practices.
- Proven track record of managing financial transactions, including accounts payable and receivable, general ledger, and financial reporting, ensuring accuracy and compliance with regulations.
- Proficient in using Tally ERP 9 software for maintaining financial records, generating reports, and performing financial analysis.
- Well-versed in administrative tasks, including document management, data entry, scheduling, and coordination, with excellent organizational and time management skills.
- Excellent communication and interpersonal skills, able to collaborate with cross-functional teams and build positive relationships with clients, vendors, and colleagues.

Work Experience:

Senior Accountant

R M Hasnani & Associates (Vasai West) – CA Firm

Department: Finance | October 2024 – May 2025

- Handled comprehensive Tally operations, including bank entries, voucher entries & ledger management.
- Prepared GST returns for over 15 individual and corporate clients, ensuring timely & accurate filings.
- Well-versed in GST and TDS return preparation on both monthly & quarterly bases.
- Provided financial insights & advisory support to clients, aiding strategic business decisions.
- Maintained strong client relationships, resolving financial issues & ensuring service satisfaction.
- Trained & mentored junior staff; supported daily accounting operations and data entry activities.

Accountant

November 2015 – September 2024

Linxens India Private Limited

(Formerly known as Siepmanns Card System Pvt Ltd) Vasai (west).

Department: Finance (Accountant)

- Executed complete Tally operations, including bank entries, voucher entries, and ledger maintenance.
- Processed 100+ invoices monthly for a large-scale organization with accuracy and timeliness.
- Reconciled accounts payable and receivable to ensure up-to-date and accurate records.
- Generated client invoices and followed up on outstanding payments to maintain cash flow.
- Handled daily business correspondence and email communications efficiently.
- Managed petty cash transactions and performed cheque printing tasks.
- Executed online banking transactions and maintained proper documentation.
- Supported administrative functions alongside core accounting responsibilities.
- Oversaw accounts receivable operations, ensuring timely collections and reporting.
- Coordinated with customers and vendors regarding payment queries and resolutions.
- Maintained and updated TDS workings in Excel for periodic compliance.
- Possess working knowledge of GST filing procedures and compliance requirements.

Education Details

Nirmala Mata Girls High school, Vasai - 2010

SSC (Marathi)

Vartak College, Vasai - 2012

HSC (English)

Vartak College, Vasai - 2015

B.Com (English)

Personal Details

Date of Birth : 01st September 1994
Sex : Female
Marital Status : Married
Languages : English (Professional proficiency)
 Marathi (Native)
 Hindi (Native)

Other Qualifications

- English Typing - 40 wpm from GCC with 'A' grade.
- Marathi Typing - 30 wpm from GCC with 'A' grade.
- Completed MS-CIT with 60%.
- Proficient in tools such as Microsoft Word, Excel, PowerPoint etc.,
- Tally Prime.

Hobbies

- Music
- Pets
- Exploring new places and Cultures