

RESUME



Name & Address :

Miss.Ramila Shivji Kumbhar

2B,302,Damodar Park ,L.B.S Marg, Ghatkopar
West.

Date of Birth : 25.05.1974

Marital Status : Single

E.mail : ramila_kumbhar@yahoo.com, ramilakumbhar@gmail.com

Mobile No : 9867343041

Languages Known : English, Hindi, Marathi, Gujarati

Qualification : B.Com - First class (69%) from S.N.D.T. University, Mumbai.

Other Knowledge :

- A) Accounts up to finalization, E.TDS, Branch Accounting, Tally, Customised ERP
- B) Knowledge of Stock Market & Debt Market

Total Experience : 18 Years

Presently working with Metro Brands LTD

CTC : 6.10 Lacs

Worked with Karnavati Lions Foundation for 01/03/2022 to 31/7/22.

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worked with Jeena & Company since Feb -2019 to June-2021 at Andheri, Mumbai.
Jeena & Co.

Work Experience :

- worked with *Parksons Packaging Ltd. (a leading Mfg company in Packaging Industry) for June-2015 to Jan-2017*
- *Worked as an Associate with The Boston Consulting Group India Pvt. Ltd at Nariman Point, Mumbai for Dec-2013 to May-2015 (US Based MNC – ON CONTRACT BASIS)*
- *Worked as an **Associate Manager** with Darashaw Ltd . for Jan-2013 to Oct-2013.*
- *Worked as an Accountant with NCR Corporation India Pvt. Ltd. (US Based MNC at Vikhroli for **May-2012 to 11th Jan-2013.** – Handling Overseas Accounts.*
- *Worked as an Accountant with Express Industrial Services Pvt. Ltd. for the period March-2010 to April-2012.*

➤ **Job Responsibilities :**

- ❖ *Accounts Finalization*
 - ❖ *TDS – Accounting, E-Payment & Quarterly Returns*
 - ❖ *Payroll & Employees Income Tax*
 - ❖ *Accounts Receivables & Payables*
 - ❖ *Service Tax - Co-ordination with Tax consultant*
- **Worked for 7 Years with Manilal Patel Clearing Forwarding Pvt. Ltd., Mumbai as an Accountant for the period 05.12.2002 TO January- 2010.** - having branches at Delhi, Ahmedabad, Bangalore, Madras, Tirupur & Gandhidham - 350 employees.

Job Responsibilities :

➤ **Account Finalization**

- ❖ *Working **with Accounts Finalization Team** , Preparation of P&L, Balance sheet, 3CD reports. & E.Filing of I.T. Return.*
- ❖ *Close liasioning with statutory auditors for meeting the targets set by the company and solving the queries raised by the auditors during audit.*
- ❖ *Year ending Account Closing entries*
- ❖ *I.T. Returns of Directors & maintaining books of accounts.*

➤ **TDS :**

- ❖ TDS : TDS deduction entries
- ❖ E.Payment of TDS
- ❖ Filing of Quarterly E>Returns
- ❖ TDS certificates & Reply to Queries raised by NSDL.
- ❖ Maintaining record of TDS receivable & checking with ledger & online status with IT Dept. along with reconciliation of the same for payment of advance taxes / self assessment tax.

➤ **Payroll :**

- ❖ Payroll Processing
- ❖ Accounting entries related to Payroll & reconciliation of the same.
- ❖ Payment of Employees Income Tax, Prof Tax, Provident Fund, Housing Loan installments, LIC payment , other Loans & Advances etc.
- ❖ Verification of Employees Income Tax Computation
- ❖ Filing of Salary TDS Returns & reply to queries raised by NSDL.
- ❖ Issue of Form-16

➤ **PF Trust work which required the following accounting functions :**

- ❖ Books of Accounts of Provident Fund Trust
- ❖ Balance sheet of P.F. Trust & Finalization
- ❖ Maintaing Employees Individual record of P.F. & Pension
- ❖ Fund Investment as per govt investment Pattern
- ❖ Maintaing Record of Investment, income on investment, maturity & reinvestment.
- ❖ Attending Inspection every year with Govt. officials.

➤ **Worked as Jr .Accountant with Asiatic Chemical Works (Chemical Mfg. Co.), Mumbai**

Thanking You,
Yours faithfully
Ramila Kumbhar