

RESUME

JYOTI DEVIDAS CHIPPA

“CHIPPA NIWAS”

116/117 Mahatma Phule Ganj Peth,
Near Maruti Mandir, Pune 411042.

Email: jyotichippa01@gmail.com

Mob No:- 9850544208

PERSONAL DETAILS

Birth Date: 8th April,1974

Nationality: Indian

Marital Status : Married

Sex: Female

Interest: Music, Reading

Extra Curricular : Sports- Cricket

Linguistic Abilities : English, Hindi, Marathi & Telugu.

OBJECTIVES

To build a career with blend of Finance & Accounts with professional Organization and seeking a challenging and progressive career using Inherent strengths and qualities to gain further exposure and experience.

ACADEMIC QUALIFICATION

EDUCATIONAL : BACHELOR IN COMMERCE

MASTER IN COMMERCE

PROFESSIONAL : Diploma in Taxation & Law (Tax consultant)

SAP FICO CONSULTANT –AR,AP,FI,CO,PP,MM,SD,ETC

COMPUTER & OTHER PROFICIENCY

A. COMPUTER:

Diploma in Computer (3 months)

Diploma in computer Application 3 years

Windows, Foxpro, Unix, C,C++, Visual Basic, Oracle, Java (Projects on Foxpro, C, Visual Basic)

Sap fico consultant 1 year course completed praxis tech camp

Modules Accounts Recivable,Accounts payable
,PP,MM,SD,FI,CO,CONSOLIDATION,AUTO
PAYMENT,COPA ETC.

B. Typing

50 w.p.m.(English)

30 w.p.m.(Marathi)

EXPIRIENCE IN BRIEF

1. Captions Outdoor Advertising LLP

Designation:-Senior Accounts and finance Manager/Tax

ConsultantPeriod:-Mar 2019 to till date

1. Freight and cleaning forwarding charges details handle phone calls
2. Custom clearing charges freight charges
3. Purchasing material details in excel sheet maintain costing sheet then entry done in tally ERP 9.
4. Debtors Management
5. Creditors Management
6. Cash and fund Management
7. Bank reconciliation
8. Inventory valuation of Balance-sheet purpose
9. Preparation of Trial Balance, Profit & Loss Account.
10. Balance Sheet finalization
11. Inventory Monitoring, Transfer price Fixation
12. Purchase Bill Passing checking
13. Sales Bill Passing checking
14. Sales and Collection Statement
15. Salary sheet statement for salary month end.
16. Tds, & S.T Assessments, gst , gstr1 & 2 & gstr3b
17. Daily AMC & Service Report to Project Manager.
18. Preparation of Audit Report
19. Assessment & scrutiny Sales Tax & Income Tax
20. All Survey Reports.
21. All AMC Reports.
22. All Sales Team DSR Reports Daily Sales Manager.
23. Prospect sheet done Weekly & Monthly.
24. Maintenance of Quotations.
25. EVAT, SERVICE TAX, ETDS, PF, ESIC, J1,J2,
GST,GSTR1,GSTR2,3B,Scrutiny, Assessment Income Tax & sales tax, online TDS working.
26. IMPORT DUTY PAYMENT
27. ALL CUSTOME RELATED WORK FREIGHT MRP, COSTING,
PURCHASE PRICE, INSURANCE ALL WORK DONE.
28. Export / Import Documentation (Logistics) Manager & strong working experience in Shipping and Logistics process, specialist in Import / Export Documentation domain. Strong customer service ops experience from the Logistics Industry client with good stake holder management skills & Shared service experience and relevant domain experience.

2. Designers Elements & Designers Elements Global Solution Pvt Ltd

Krishna Global Imports LLP

Designation:-Senior Accounts and finance Manager /Tax

ConsultantPeriod:-Jan 2015 to Jan 2019

29. Freight and cleaning forwarding charges details handle phone calls
30. Custom clearing charges freight charges
31. Purchasing material details in excel sheet maintain costing sheet then entry done in tally ERP 9.
32. Debtors Management
33. Creditors Management
34. Cash and fund Management
35. Bank reconciliation
36. Inventory valuation of Balance-sheet purpose

37. Preparation of Trial Balance, Profit & Loss Account.
38. Balance Sheet finalisation
39. Inventory Monitoring, Transfer price Fixation
40. Purchase Bill Passing checking
41. Sales Bill Passing checking
42. Sales and Collection Statement
43. Salary sheet statement for salary month end.
44. Tds,& S.T Assessments ,gst,gstr1 & 2 & gstr3b
45. Daily AMC & Service Report to Project Manager.
46. Preparation of Audit Report
47. Assessment & scrutiny Sales Tax & Income Tax
48. All Survey Reports.
49. All AMC Reports.
50. All Sales Team DSR Reports Daily Sales Manager.
51. Prospect sheet done Weekly & Monthly.
52. Maintenance of Quotations.
53. EVAT, SERVICE TAX, ETDS,PF,ESIC,J1,J2 ETC.
54. IMPORT DUTY PAYMENT
55. ALL CUSTOME RELATED WORK FREIGHT MRP,
COSTING,PURCHASE PRICE,INSURANCE ALL WORK DONE.
56. Export / Import Documentation (Logistics) Manager & strong working
experience in Shipping and Logistics process, specialised in Import / Export
Documentation domain. Strong customer service ops experience from the
Logistics Industry client with good stake holder management skills & Shared
service experience and relevant domain experience .

**III. Suresh Indu Ledgers Pvt Ltd .Engineering Manufacturing Company
Designation :-Accounts Manager & Estimate Assistant Manager
Period:-jan 2013 to 2015**

MIS report
 Freight and cleaning forwarding charges details handle phone calls
 Custom clearing charges Geodis freight charges
 Purchasing material details in excel sheet maintain costing sheet then entry
 done in tally ERP 9.
 Debtors Management
 Creditors Management
 Cash and fund Management
 Bank reconciliation
 Maintenance of quotations
 Inventory valuation of Balance-sheet purpose
 Preparation of Trial Balance, Profit & Loss Account.
 Assisted in Balance Sheets
 Inventory Monitoring, Transfer price Fixation
 Purchase Bill Passing
 Sales Bill Passing
 Sales and Collection Statement
 Service tax statement.
 Daily AMC & Service Report to Project Manager.
 Preparation of Audit Report
 Assessment of Monthly Sales
 TaxAll Survey Reports.
 All AMC Reports.
 All Sales Team DSR Reports Daily Sales Manager.

Prospect sheet done Weekly & Monthly.
Sandvik, Thermax, Fiserv, ONGC DHERADUN IBM ,IDEA BOQ
Done.Maintenance of Quotations.
Daily enquiry profile check and send profile FSIPL.
EVAT, SERVICE TAX, ETDS,PF,ESIC,J1,J2
ETC.IMPORT DUTY PAYMENT
ALL CUSTOME RELATED WORK FREIGHT MRP,
COSTING,PURCHASE PRICE,INSURANCE ALL WORK DONE.
Export / Import Documentation (Logistics) Manager & strong working
experience in Shipping and Logistics process, specialised in Import / Export
Documentation domain. Strong customer service ops experience from the
Logistics Industry client with good stake holder management skills & Shared
service experience and relevant domain experience .

V.MAXIM TECHNOSALES PVT LTD

DESIGANTION : Accounts Assistant Manager

Period: April 2010 to 2013

- 1.Debtors Management
- 2.Creditors Management
- 3.cash and fund Management
- 4.Bank reconciliation
- 5.Maintenance of quotations
- 6.Inventory valuation of Balance-sheet purpose
- 7.Preparation of Trial Balance, Profit & Loss Account.
- 8.Assisted in Balance Sheets
- 9.Assisted in Internal Audits
- 10.Inventory Monitoring, Transfer price Fixation
- 11.Purchase Bill Passing
- 12.Sales Bill Passing
- 13.Sales and Collection Statement
- 14.Preparation of Audit Report
- 15.Assement of Monthly Sales Tax

VI.B.J.BHANDARI PVT LTD

DESIGANTION : Accountant

Period: April 2004 to 2010

- 1.Debtors Management
- 2.Creditors Management
- 3.cash and fund Management
- 4.Bank reconciliation
- 5.Maintenance of quotations
- 6.Inventory valuation of Balance-sheet purpose
- 7.Preparation of Trial Balance, Profit & Loss Account.
- 8.Assisted in Balance Sheets
- 9.Assisted in Internal Audits
- 10.Inventory Monitoring, Transfer price Fixation
- 11.Purchase Bill Passing
- 12.Sales Bill Passing
- 13.Sales and Collection Statement
- 14.Preparation of Audit Report
- 15.Assement of Monthly Sales Tax

VII INFAB

DESIGNATION: Accountant

PERIOD : April 2001 to March 2004

Debtors Management, Creditors Management,. Cash and fund Management, Bank reconciliation,. Maintenance of quotations,. Inventory valuation of Balance-sheet purpose,. Preparation of Trial Balance, Profit & Loss Account,.. Assisted in BalanceSheets,. Assisted in Internal Audits,. Inventory Monitoring, Transfer price Fixation,. Purchase Bill Passing,. Sales Bill Passing,. Sales and Collection Statement
,.Preparation of Audit Report,. Assessment of Monthly Sales Tax

VIII SANGHAVI GROUP OF COMPANY

DESIGNATION : Accounts Executive

PERIOD : May 1998 to March 2001.

Maintenance of Purchase Book, General ledger book,. Maintenance of Sales Book .Petty Cash book,. Bank reconciliation,. Maintenance of cash bank,. I.T. Form Filling Saral Form, Assessment Form Etc,.. Preparation of Audit Report.

IX NISHIKANT BADWE (C.A.FIRM)

DESIGNATION : Accounts officer

PERIOD : January 1994 to March 1998

All work in tally- sales, purchase, cash ,bank ,bank reconciliation and other income tax

EXPECTED SALARY:- AS PER CO STANDARD

DATE:

To,

Subject:- Application for the post of “ Accountant”

Respected Sir/Madam,

I undersigned Mrs Jyoti D Chipka wish to apply for the post mentioned above. I have the requisite qualification and experience required by you. I shall feel grateful if you kindly consider me for the same.

Herewith I am enclosing my brief resume for your perusal and kind Consideration.

If my candidature approves your requirement I would like to work under your kind control and satisfaction. I am awaiting for your favorable reply my e_mail address jyotichippa01@gmail.com; jyotichippa1974@rediffmail.com

Thanking you,

Yours faithfully,

(Jyoti D.Chippa)

Encl: Resume