Swapnil Gokhale

Senior Accounts Executive

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SUMMARY

Accounts professional with 3 years handling end-to-end books for a manufacturing company with about Rs 60 crore turnover. Own monthly close, GST filing and vendor payments. Close the books by working day 5, down from 12 when I joined.

EXPERIENCE

Accounts Executive - Vardhaman Industries Oct 2023 - Present

Pune

- Handle full accounts payable and receivable for a Rs 60 crore turnover unit - about 400 vendor invoices and 120 customer invoices a month.
- Brought the monthly close from working day 12 to working day 5 by building a standing checklist and chasing provisions ahead of month-end rather than after.
- File GSTR-1 and GSTR-3B monthly; handled 2 GST notices with the consultant, both closed without demand.
- Reconcile 6 bank accounts and about 90 vendor ledgers monthly.
- Coordinate statutory audit schedules; the last two audits closed with no major observations on my areas.

Junior Accountant - Vardhaman Industries Jul 2022 - Sep 2023

Pune

- Processed vendor invoices and TDS deduction entries in Tally.
- Prepared the fixed asset register and depreciation schedule.

SKILLS

Accounting AP/AR, monthly close, bank and vendor reconciliation, TDS, fixed assets, audit support
Compliance GSTR-1, GSTR-3B, GST notice handling
Systems Tally Prime, SAP FICO (end-user), Excel (advanced)

EDUCATION

M.Com - Savitribai Phule Pune University, 2022 | 73%
B.Com - Savitribai Phule Pune University, 2020 | 70%

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