

Mrs. Seema Kale

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Objective

To pursue a challenging career that provides opportunities for continuous learning and professional growth, while contributing to the organization's success by meeting corporate standards and performance expectations.

Computer Literacy

- **Software:** MS Office, Advanced Excel, Tally ERP-9, Tally Prime
 - **Internet Applications:** Proficient in extracting information and communication
 - **ERP:** Responsible for maintaining and updating ERP entries
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Professional Experience

Roop Rasayan Industries Private Limited

Accounts Manager | November 2019 – Present

Andheri, Mumbai (Trading Company: Agriculture, Pharmaceutical Raw Materials)

Key Responsibilities and Achievements:

Statutory Compliance and Taxation:

- Computed monthly GST liability and filed GSTR-3B & GSTR-1.
- Reconciled GST ITC with books and GSTR-2A/2B, and coordinated with accountants and vendors.
- Computed monthly TDS liability, calculated tax payable, ensured timely payments, and passed accounting entries.
- Filed quarterly TDS returns and resolved any outstanding demands.
- Prepared and executed advance tax calculations, ensuring compliance with applicable tax regulations.
- Collaborated with auditors for statutory audits, tax audits, transfer pricing, group reporting, and departmental audits.
- Reconciled internal import and export data with RBI and bank's EDPMS/IDPMS records.

Financial Reporting and Finalization:

- Coordinated with the CA to prepare standalone financial statements, assisted in audit finalization, and resolved audit-related queries.
- Prepared and presented quarterly and half-yearly provisional Profit and Loss statements and Balance Sheets for management review.
- Collaborated with the CA for the annual preparation and submission of APR and FLA reports.
- Managed Income Tax and GST scrutiny processes, preparing data as per the requirements of department officers.
- Handled GST departmental audits for the last 6 years, preparing data in accordance with the department's requirements.

Cash Flow Management:

- Prepared detailed records of cash inflows and outflows, providing timely insights for senior management.
- Actively participated in planning, budgeting, and financial forecasting.

Banking and Investments:

- Coordinated with the bank's inward and outward teams for daily transactions, ensuring smooth operations.
- Maintained accurate Tally entries for investments and interest income, performing quarterly reconciliations.
- Managed monthly bank account reconciliations for all divisions.
- Handled bank guarantees, ensured timely renewals, and monitored Cash Credit (CC) and Letter of Credit (LC) limits.

Documentation for Import and Export Transactions:

- Prepared documents for LC issuance related to imports, including acceptance letters, and liaised with bankers to streamline the LC process.
- Managed the payment of Import Bill of Entries online and ensured their closure in IDPMS after supplier payments.
- Handled export transaction documentation and closed the Shipping Bills in EPDMS upon receiving payment from customers.

Payroll and Compliance:

- Ensured timely compliance with statutory due dates for TDS on salaries, Provident Fund, and Profession Tax payments.
- Prepared income tax computations for employees and directors.

Receivables and Payables Management:

- Managed monthly reconciliation and follow-up on debtors and creditors to ensure timely receipts and payments.
- Ensured ledger confirmations from customers and suppliers.

ROC and Forex Reports:

- Coordinated with the Company Secretary (CS) for filing DPT-3, MSME reports, annual filings (Board Report, AOC-2, MGT-7), RPT, XBRL submissions, and checking minutes, ensuring compliance with ROC requirements.
- Managed forex transactions and regulated forex rates for both inward and outward remittances.

Reconciliation and Provisions:

- Conducted monthly reconciliation of all accounts, including intercompany and division reconciliations.
- Provided accurate quarterly, half-yearly, and yearly provisions for expenses.

Inventory and Insurance Reporting:

- Submitted monthly stock statements to banks and reported domestic/import sales and purchases to insurance companies.
- Prepared and submitted foreign currency exposure reports (both hedged and unhedged) on a quarterly basis for banking purposes.

Team Collaboration and Tally Management:

- Coordinated with team members to ensure data accuracy and timely Tally entries for comprehensive financial tracking.
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Jayshree Dagli & Associates (CA & CS Firm)
Manager (Accounts) | July 2015 – November 2019
Fort, Mumbai

Key Responsibilities:

Accounts Receivable:

- Conducted monthly debtor reconciliations and managed client follow-ups for outstanding payments.

Expense & Cash Flow Management:

- Tracked monthly expenses and ensured timely payments.
- Managed cash flow, bank reconciliations, and petty cash disbursements.

Financial Transactions:

- Processed sales, payments, collections, and journal entries in Tally ERP-9.
- Oversaw bank activities, including RTGS, NEFT, and cheque issuance.

Audit & Finalization:

- Assisted in account closures and coordinated with CA for tax audits.
- Helped finalize the Balance Sheet and Profit & Loss Account.

Statutory Compliance:

- **Direct Tax:**
 - Calculated monthly tax payable, ensured timely payments, and recorded accounting entries.
 - Computed monthly TDS liability, filed quarterly TDS returns, and issued Form 16.
 - Verified TDS defaults and late payment interest, filing revised returns to ensure compliance.
 - Visited the Income Tax office for refund assessments for various years.
 - **Indirect Tax:**
 - Computed monthly GST liability and filed GSTR-3B & GSTR-1.
 - Reconciled GST ITC with books and GSTR-2A/2B, coordinating with vendors for follow-ups.
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Atcomaart Services Limited (E-commerce)
Account Assistant | November 2013 – June 2015
Wadala, Mumbai

Key Responsibilities and Achievements:

Accounting and Financial Management:

- Managed data entry for all day-to-day transactions, including purchases, sales, payments, receipts, and journal vouchers.
- Conducted monthly reconciliations for 23 companies, including bank statements and director credit card accounts.
- Regularly reconciled inter-company transactions to ensure accuracy.

Payroll and Compliance:

- Calculated salaries and statutory contributions for Labour Welfare Fund, Provident Fund (PF), and ESIC.
- Prepared and submitted VAT, Service Tax, and Income Tax returns.

Audit and Finalization:

- Assisted in Income Tax and Sales Tax audit processes for 23 companies.

Reporting and Compliance Filings:

- Prepared financial statements and annual reports.
- Completed VAT reconciliation and handled income tax e-filing.

Skills

- **Achievement:** Awarded a monetary reward for account finalization and tax scrutiny in FY 2015-16.
- **Professional Strengths:** Strong organizational skills, efficient communication, and the ability to work under pressure.

Hobbies and Interests

- **Hobbies:** Reading, listening to music, trekking, and traveling
- **Professional Interests:** Financial Accounting, Taxation (Direct & Indirect), Auditing, Finalization of Accounts

Personal Information

- **Date of Birth:** 14th July 1992
- **Gender:** Female
- **Marital Status:** Married
- **Languages Known:** English, Marathi, Hindi

Educational Qualifications

Degree	Year	Marks Obtained	University/Board
B.Com	2013	74.85%	Guru Nanak Khalsa College, Matunga (Mumbai University)
HSC	2010	72.33%	A.E.S Junior College, Maharashtra Board
SSC	2008	63.53%	S.S.M.M.C.M. Girls High School, Maharashtra Board

Place: Mumbai

Date :