



MONIKA JAGTAP

Focused on securing an officer-level role where I can contribute to the team while growing through integrity, hard work and ongoing learning in controlling, accounting and taxation.

About Me



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Pune 411009

Language

- English
- Marathi
- Hindi

Expertise

- SAP FICO
- MS Excel Word
- PowerPoint
- Tally Prime and
- Tally ERP9
- Integrity
- Teamwork
- Problem Solving

Hobbies

- Travelling
- Reading Books
- Cooking

Bosch Chassis systems India Pvt Ltd

Sept 2024 - Present

- Created monthly MIS reports to support management review and decisions.
- Prepared monthly Profit & Loss statements and cost sheets with clear performance insights.
- Assisted with budgeting and forecasting for manufacturing activities.
- Managed Capacity Utilization Variance reporting.
- Completed IFC and IDC cost analysis and reporting.
- Performed MOC and Value Add analysis focused on machine and production costs.
- Prepared presentation material for management reviews.
- Analyzed logistics costs, customs duty and cost-saving opportunities.
- Released Planned Production Cost and ensured accurate cost calculations.
- Maintained accounting and costing data in the SAP system.
- Completed manual stock checks to support inventory accuracy and audits.
- Worked on depreciation, royalty cost calculations and related analysis.

Kaka Halwai Foods Pvt Ltd

Feb 2022-Sept 2024

- Created daily and monthly MIS for management.
- Finalized GSTR-1 and GSTR-3B returns.
- Managed TDS and TCS work and payments.
- Performed bank reconciliation.
- Completed GSTR-2A and 2B matching.
- Handled debtor and creditor updates.
- Processed PF, PT and ESIC payments.
- Organized vendor payment schedules.
- Helped with GST and tax audit work.

Language

- Inter Dec 2023 – 57.38% (ICMAI)
- M.Com 2022 – 72.07% (Pune University)
- B.Com 2020 – 75.83% (Pune University)
- HSC 2016 – 67.00%
- SSC 2014 – 71.64%

Fincorp Legal services Pvt Ltd

Mar 2020-Jan 2022

- Performed bank reconciliation.
- Completed GSTR-2A and 2B matching.
- Handled debtor and creditor updates.
- Processed PF, PT and ESIC payments.
- Organized vendor payment schedules.
- Helped with GST and tax audit work.

N.B Waghole and com.

Aug 2019-Mar 2020

- Managed daily and monthly MIS to support clear decision-making.
- Prepared and finalized GSTR-1 and GSTR-3B filings.
- Handled TDS and TCS calculations and payments.
- Completed bank reconciliation.
- Performed GSTR-2A and 2B checks.
- Managed debtor and creditor tracking.
- Processed PF, PT and ESIC payments.
- Scheduled vendor payouts.
- Supported GST and tax audit work.