

Monika Vilas Jagtap

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Career Objective:

To obtain senior level position and develop a challenging career where I can make meaningful contribution to the organization where I work and grow professionally through an amalgamation of integrity, hard work, sincerity, constant learning, professional and personal development in controlling and budgeting.

EDUCATION

Cost and Management Accountants (CMA Finalist) - Inter Dec-2023 (57.38%)

The Institute of Cost Accountant of India (ICMAI)

M.Com- Apr 2018 (72.07%) Pune University

B. Com - Apr 2016 (75.83%) Pune University

HSC- Feb 2013 (67.00%) Maharashtra State Board

SSC- Mar 2011 (71.64%) Maharashtra State Board

SKILLS

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

INTEREST

- Listening song
- Travelling
- Cooking

PROFESSIONAL EXPERIENCE

Bosch Chassis System India Pvt. Ltd. (Sep 2024- Till date)

Controlling officer

- Prepared and analyzed monthly MIS reports for management review and decision-making.
- Prepared monthly profitability statements/ cost sheet and supported financial performance analysis.
- Supported budgeting and forecasting activities for manufacturing operations.
- Worked on IFC (Failure Cost) and IDC (Internal Defense Cost) analysis and reporting.
- Managed CUV working related to Capacity Utilization Variance analysis.
- Performed logistics cost analysis, custom Duty and cost optimization workings.
- Adjustment provision entries in excel (Manufacturing Testing fees, Leadplant cost, warehouse rent, Engineering cost, Royalties.)
- Prepared presentation slides for management reporting and reviews.
- Released PPC (Planned Production Cost / Standard Cost) and ensured accurate cost calculations.
- Maintained Accounting and Costing views in SAP system.
- Conducted manual stock-taking activities to verify inventory accuracy and support audit requirements.
- Inventory control & verification.

Kaka Halwai foods Pvt. Ltd. (Feb 2022 – Sep 2024.)

Accounting officer

- Preparation of Daily & monthly MIS for managements.
- Preparation & Finalization of GSTR1, GSTR3B return filing.
- TDS & TCS Working & payments.
- Bank reconciliation.
- GSTR-2A&2B Reconciliation.
- Debtor & Creditor reconciliation
- PF, PT & ESIC payments.
- Vendor payments scheduling
- Assistance in GST Audit, Tax Audit.

LANGUAGES

- English
- Marathi
- Hindi



PROFESSIONAL EXPERIENCE

Fincorp legal services Pvt. Ltd (March 2020- Jan 2022)

Accounting Executive

- Day to day accounting which included purchase & sales entries, JV, all other entries etc.
- GSTR1, GSTR3B return filing.
- TDS calculation & Return filing.
- Debtor & Creditor reconciliation.
- E invoice/ E waybill generation.
- GSTR-2A Reconciliation.

N.B Waghole and com. (Aug 2019- March 2020)

Article Trainee

- GSTR1, GSTR3B return filing.
- GSTR-2A Reconciliation.
- Day to day accounting.
- GSTR-2A Reconciliation.