

Nirupama Arunkumar Nayek

Nashik, Maharashtra, India

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**FINANCE ACCOUNTANT | TALLY EXPERTISE | GST COMPLIANCE | FINANCIAL RECORD |
MANAGEMENT**

Professional Summary

Results-driven Accounting Professional with 12+ years of experience in financial accounting, GST compliance, taxation, MIS reporting, payroll processing, bank reconciliation, accounts payable/receivable, and financial reporting. Proficient in Tally ERP, Advanced Excel, QuickBooks, and SAP. Strong expertise in budgeting, statutory compliance, audit support, cash flow management, and financial analysis. Proven ability to improve operational efficiency, maintain accurate financial records, and support business growth. I always believe that problem-solving is most important in any field, so I do that in my work.

Core Skills

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|---------------------------------|---------------------------------------|
| • Financial Accounting | • GST & TDS Compliance |
| • Accounts Payable & Receivable | • Bank Reconciliation |
| • MIS Reporting | • Payroll Processing |
| • Budgeting & Forecasting | • Advanced Excel |
| • Financial Reporting | • Journal Entries & Ledger Management |
| • Audit Support | • Tally ERP / Tally Prime |
| • Cash Flow Management | • SAP |
| • Vendor Management | • QuickBooks |
| • Tender | • Accounts Receivable (AR) |
| • Collections Management | • Record to Report |
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Job Experience

Total 12 Years Experience.

- Presently working Aditi Enterprises as Account Head from Jan-2020 to till date.
 - Worked with SWARAJ NARROW FABRICS PVT LTD as Senior Accountant from May-17 to Jan-2020
 - Worked with SAUDHAJ PLACTIC PVT LTD as Account Assistant, FROM May-15 TO April-17
 - Worked with Graphite India Limited as Account Assistant, FROM JAN-14 TO April-15
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Experience

Aditi Enterprises – Account Head

Jan 2020 – Present

Company Overview: A manufacturer of ETP and STP turnkey projects and environmental consulting.

- Produced annual budgets and quarterly forecasts with special forecasts on request for annual budget revenues in excess.
- Compile weekly reports and lead monthly and quarterly presentations to brief staff on financial outlook.
- Monitor, analyses, and report key financial performance indicators, including Gross Profit and EBITDA
- Monitor for timely filing and compliance regarding returns of GST, TDS, PF, ESIC & ETC.
- Making monthly MIS Report.
- Monthly bank reconciliations for numerous bank accounts.
- Monitor daily banking transactions and make entries.
- Prepare monthly bank reconciliations for numerous bank accounts.

- Assist controllers in completing their monthly tasks per set timelines, including reconciling (monthly), calculating taxes/GST, and assisting with audits.
- Support the year-end closing processes, including complex journal entries, accruals, reconciliations, intercompany balances, and transfer pricing adjustments.
- Reconcile the general ledger, ensuring accuracy and consistency in recording financial transactions.
- Assist with external audits, and provide necessary documentation and explanations to auditors.
- Managed tender submissions and registrations.
- Preparing the ratio of profit and loss accounting monthly for review of the company's status.
- Managed portfolio of key accounts, fostering long-term relationships through regular, strategic communication.
- Resolved client issues promptly, maintaining high levels of satisfaction and loyalty.
- Communicated with customers to immediately determine and resolve problems, avoiding escalation.

Swaraj Narrow Fabrics Pvt Ltd & CA Zawar Somani- Senior Accountant May 2017 TO Jan 2020

Company Overview: A manufacturing company in the textile sector.

- Sale, purchase, payment, and receipt entry in Tally.
- Payments from parties can be made through cheque, RTGS, NEFT, and online.
- Arranging, reminding, and record-keeping of electricity bills, water bills, telephone bills, house property rent, and other such statutory payments.
- Bank reconciliation and party reconciliation.
- Preparing sales bills using Tally ERP 9, Release 6.5.2 software.
- Preparing the monthly stock statement.
- Calculation of GST in an Excel sheet from Tally and their workings.
- JV (Journal Voucher) bills entry in Tally.
- Create a cash voucher.
- Making an outstanding list of debtors and creditors.
- Computation of monthly salary in Excel sheets, and completing the monthly muster register.
- Completing LC (Letter of Credit) working update all details.
- A manufacturing company in the textile sector.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
- Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
- Making an outstanding list of debtors and creditors, and computing monthly salaries.
- Maintain the Bill & AP automation system.

Saudhaj Plastic Pvt Ltd- Account Assistant

May 2015 TO April-2017

Company Overview: A plastics manufacturing firm.

- Sale, purchase, payment, and receipt entry in Tally.
- RG 23 A parts 1 and 2 in computer have been completed.
- RG 1 (Stock Register) has also been completed.
- Excise duty (ER-3) was paid online, and its calculation was transferred from Tally to an Excel sheet.
- Payments from parties may be made through cheque, RTGS, NEFT, and online.
- Arranging reminders and record keeping for electricity bills, water bills, telephone bills, house property rent, and other such statutory payments.
- Bank reconciliation and party reconciliation.
- Preparing sales bills through Tally ERP 9, Release 5.3.3, 4, 4.93, and 5.2 versions of the software.
- Preparing the monthly stock statement.
- Calculation of VAT (Value Added Tax) in an Excel sheet from Tally.

- JV (Journal Voucher) bill entry in Tally.
- Create a cash voucher.
- Making an outstanding list of debtors and creditors.
- Computation of monthly salary in Excel sheets, and completing the monthly muster register.
- Working on excise audit.

Graphite India Limited- Account Assistant

JAN 2014 TO APRIL 2015

Company Overview: A company engaged in the manufacture of Graphite Electrodes as well as Carbon and Graphite Speciality products.

- Handling petty cash in an Excel sheet.
 - Computation of monthly salary in an Excel sheet.
 - Sale and purchase entries in the ledger and Tally.
 - RG 23 Apart 1 and 2 register completed.
 - RG 1 (Stock Register) has also been completed.
 - Excise duty has been paid through the challan, and the return has also been submitted.
 - Service tax paid by cheque, and the return has also been submitted.
 - Payments from parties are made through cheque and RTGS.
 - Managing and providing stationery and First Aid requirements to all departments.
 - LBT (Local Body Tax) paid through challan.
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Last Project

Current Project Name:- Dr Ulhas Patil & MTDC Trimbakeshwar

Project Title: Cost Control

Main Objectives

- Control unnecessary spending
- Improve profitability
- Maintain budgets
- Track departmental expenses
- Support financial decision-making

Key Components of a Cost Control System

1. Budget Preparation

- Create budgets for departments, projects, payroll, inventory, etc.
- Define expected costs and spending limits

2. Cost Recording

- Record all expenses accurately
- Categorize costs such as:
 - Fixed costs
 - Variable costs
 - Direct costs
 - Indirect costs

3. Cost Monitoring

Compare:

- Actual cost vs Budgeted cost
- Identify variances regularly

4. Variance Analysis

Investigate reasons for overspending or savings

Example:

- Material price increase
- Labor inefficiency
- Excess utility usage

5. Approval & Authorization Controls

- Expense approval workflow
- Purchase order system
- Spending limits for departments

6. Reporting System

- Important reports include:
- Budget variance report
- Cost center report
- Expense trend analysis
- Profitability report

7. Corrective Actions

- Reduce waste
- Negotiate vendor prices
- Improve operational efficiency
- Revise budgets if necessary

Benefits for Accountants

- Better financial accuracy
- Improved cash flow management
- Faster decision-making
- Fraud and waste reduction
- Better compliance and audit readiness

Project Name:- Gabriel India Limited & CIE Automotive India Limited

Project Title: Financial Management System Implementation

Project Description:

This project was developed to streamline accounting and financial operations within the organization. The system manages activities such as invoice processing, expense tracking, budgeting, payroll, tax calculations, financial reporting, and account reconciliation.

The objective of the project was to improve financial accuracy, reduce manual work, ensure compliance with financial regulations, and provide real-time financial insights for management decision-making.

Key Features:

- Accounts payable & receivable management
- General ledger maintenance
- GST/Tax calculation and reporting
- Budget and expense monitoring
- Payroll processing
- Financial dashboard & MIS reports
- Audit trail and data security

Technologies/Tools Used:

- ERP/Accounting Software Tally
- Excel for reporting

Project Outcome:

- Reduced manual accounting errors

- Faster monthly closing process
- Improved financial transparency
- Better compliance and reporting efficiency

Personal Information

- Father's Name: Arun G Nayek
- Date of birth: 1995-06-02
- Gender: Female
- Nationality: Indian
- Marital status: Unmarried

LANGUAGES

- English
- Hindi
- Marathi
- English

EDUCATION

Bachelor of Commerce (B.Com)	M.S. Gosavi College of Commerce, Nashik Savitribai Phule Pune University 2016
Diploma in Taxation Law (DTL)	N.B.T Law College, Nashik Savitribai Phule Pune University 2018

TECHNICAL SKILLS

- Tally ERP
- SAP
- QuickBooks
- Microsoft Excel
- Microsoft Word

ACHIEVEMENTS

- * Efficiency in Financial Management: Successfully managed multiple client accounts and ensured compliance with statutory regulations while enhancing efficiency in financial reporting.
- * Increased Wallet Use: Increased wallet apps use by 30% over six months.
- * Reduced Pending payment Levels: Reduced outstanding debtors by 25% through improved reconciliation.
- * Successful Tender Management: Managed successful tender registrations for five key projects.
- * GST Return Accuracy: Improved GST return accuracy to 98% using advanced Excel formulas.
- * Worked directly with senior leadership to develop and administer per year department budget.
- * Increased sales by 20% while reducing costs by 10%, leading to 15 net profits.

Nirupama Arunkumar Nayek

Signature