

CURRICULUM VITAE



Mrs. Amruta Chandrakiran Dandekar

Permanent Address:

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Objective: With the help of my acquired knowledge, experience and skills contribute in the organizational growth as well as personal growth

Educational Qualification:

Year of Passing	Degree	Board / University	Marks	Class
2023-2025	Master of Commerce	YCMOU University		Pursuing
2006-2008	PGDBA (Banking & Finance)	ICFAI University	67.80%	First Class
April 2006	B.com (Accountancy)	Mumbai University	71.52%	First Class
Feb. 2002	12 th (Science)	S. S. C. Board	61%	First Class
March 2000	10 th	S. S. C. Board	82.53%	Distinction

Work experience:

***Current experience**

1. Institution: Devrukh Shikshan Prasarak Mandal's Athalye – Sapre –Pitre College, Devrukh

Total Duration: July 2022 to till date

Designation: Assistant Professor

Job Profile:

- 1) Teaching degree level students with acquired skills and knowledge in the field of accountancy, computerized accounting (Tally), mutual fund, Goods and Service tax and Loan Approval and Credit Assessment subjects with practical.
- 2) Internal and external assessment of students

2. Company : Vastav Group

Total Duration: from August 2012 to till date

Designation: Account Manager

Job Profile:

- 1) Monitoring accounts of companies/firms under Vastav Group in software Tally Prime/ Tally ERP9 /ITAakash Strategic ERP
- 2) Reconciliation of group bank accounts and intercompany transfers
- 3) Prepared accounting data for Income tax, GST, Professional tax returns (earlier service tax and VAT returns as well) with closing entries
- 4) Monitoring unsecured loans and interest calculations
- 5) Monitoring Purchase and Sales for GST and IT finalization
- 6) Compile data for Income tax, GST, Service tax VAT department scrutinies
- 7) Monitoring financial data filled in ROC MGT-7, MGT-9 etc. reports
- 8) Works as intermediate between senior management and CA/ CS office
- 9) Customers, Suppliers, lenders accounting query resolution
- 10) Compiling employee's investment details for TDS calculation and prepare Form 16 by using software WINMAN
- 11) Monitoring TDS entries and filed quarterly returns
- 12) Compiling data for different lending institution for Project loan

***Previous experience**

1. Company: State Street Syntel Sourcing pvt. Ltd.

Total Duration: 1 year 6 months

Designation: Associate (Portfolio administrator)

Process: Ireland Reconciliation Team

Duration: March 2008 to November 2008

Job Profile:

- 1) Reconcile accounting book of client with custody data for largest American custodian bank.
- 2) Constantly delivering quality of 100%
- 3) Scored highest marks in process knowledge test amongst the 50 team Members
- 4) Awarded with "Best Performer"

Process: Pension Fund Accounting

Duration: December 2008 to September 2009

Job Profile:

- 1) Second highest rating "3" in annual appraisal conducted by the company
- 2) Work as Portfolio administrator and handled around 60 funds
- 3) Work as controller by reconciling the financial accounting data with real market data and find resolution of discrepancies
- 4) Query resolution of Client, Investment Managers and different other teams as efficient administrator

2. Company: Vikas Consultancy

Total Duration: 4 months + 8 months

Designation: Junior Accountant

Duration: February 2010 to May 2010

Job Profile:

- 1) Basic Accounting entry passing in Tally ERP 9, TDS, VAT entries in Taxbase Lan and Vat Express software
- 2) Service Tax Calculation and service Tax return
- 3) Income tax finalization preparation

Designation: General Manager

Duration: December 11 to July 12

Job Profile:

- 1) Work allocation and controlling work flows
- 2) Planning and administrating
- 3) Client query resolution
- 4) Income tax finalization and e- return uploading
- 5) Service tax calculation and e- return uploading
- 6) Vat monitoring & e- return uploading with Annexures
- 7) Society accounting finalization

Computer Knowledge:

1) Software used: - MS office, Tally ERP 9, TaxbaseLan, Vat Express (Sinewave), SA4WIN (Society accounting package), WINMAN and ITAakash Strategic ERP (Financial management, Loan Management, Redevelopment, Sales and Administrative management modules)

Languages known:

English, Hindi, Marathi (Read, Write and Speak)

Personal details:

Date of Birth: 4 July 1985

Gender: Female

Marital Status: Married

Nationality: Indian

Date: 20/08/2024

Place: Devrukh

(Amruta Chandrakiran Dandekar)

Signature