

# Dipti S Kalse

Katraj-Kondhwa Road, Pune. Maharashtra 411046./ 9370924616 / deepkalse27@gmail.com

## Personal Profile

Date of birth : 27th January 1997  
Gender : Female  
Languages Known : English,Hindi,Marathi  
Hobbies : Karate(National Player)  
Marital Status : Married  
Nationality : Indian

## Technical Skills

MS-CIT  
Financial Tally  
Tally ERP 9  
Microsoft Excel  
Winman Software TDS , Income tax  
Taxbase Software- GST  
Quick Book Accounting Software  
Tally Prime

## Personal Traits

- 1.Willingness to learn and update knowledge.
2. Ability to organize to get things done.
3. Positive attitude, ability to work under pressure.
- 4.Ability to work in a team with high level of Involvement.

## Education

G.D.C&A : Passed 2022  
Post Graduation :M.COM -SPP University (MH)  
& Secured 52%, in 2020.  
Graduation :B.COM -SPP University (MH)  
& Secured 51%, in 2018.  
HSC : HSC From Maharashtra State Board  
& Secured 65%, in 2014.  
SSC :SSC From Maharashtra State Board  
& Secured 77%, in 2012.

## Finance & Accounts Executive

### Experience

#### 1) KPPM & ASSOCIATES Pune Maharashtra

##### Finance & Accounts Executive 10/2020 to Present

- 1) GST Reconciliation , Payment , Return ,Eway Bills
- 2) TDS Reconciliation, Payment , Return
- 3) Accounting in Tally or Quick book
- 4) Finalisation of Accounts
- 5) Internal Audit , Statorial Audit
- 6) Ragistrations - PT, GST, MSME , Shop Act, PAN and TAN
- 7) Bank Reconciliation
- 8) Debtor Creditor Reconciliation, receivable and Payable

#### 9) Client handling

##### Yogiraj Furniture & Group

##### (Wagholi Pune Maharashtra 10/2020 to Present)

##### Maya Care Foundation

##### (Pune Maharashtra 01/2021 to 4/2021)

##### Siddhant Seeds Private Limited & Group

##### (Newasa A.Nagar Maharashtra 08/2021 to Present)

#### 2) Smart Electronics Hub Pune Maharashtra

##### ACCOUNTS ASSISTANT 4/2019 to 01/2020

- 1)Purchase Entries
- 2)Sale Entries
- 3)Bank Statements
- 4)Journal Entries etc.
- 5)GST R1 & 3B Return Filing

#### 3) S.U.Dhamal & Company Pune Maharashtra

##### ACCOUNTS ASSISTANT 9/2016 to 04/2019

- 1)Purchase Entries
- 2)Sale Entries
- 3)Bank Statements
- 4)Journal Entries etc.
- 5)GST Registration, R1 & 3B Return Filing
- 6)Society Audit Process