

CURRICULUMVITAE

PRIYANKA KALPIT OZA

B-11, SANSKARDEEP FLATS, OPP.SURYAVANSHI TOWER,
NEHRU PARK, VASTRAPUR, AHMEDABAD.
M.: 9099959139

PERSONAL PROFILE:

Date of Birth: 5April, 1985
Nationality: Indian
Marital Status: Married
Languages Known: English, Hindi, Gujarati, and Marathi.

SUMMARY:

- Experience of 13 years in Accounts, geared my knowledge and Accounting Systems, Accounting Software and Accounting Standards.
- Multi Tasking Approach is my strength that makes me capable to complete various tasks within allotted time.
- 13 Years of Experience in Accounts as well as EXIM Operations, can leads me to perform Export Activities and Accounting as well.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.

ACADEMIC:

S.S.C in the year 2000 got 73 % from Mumbai University (Gujarati Medium)

H.S.C in the year 2002 got 75 % from Gujarat Board (Gujarati Medium)

Bachelor of Commerce in the Year 2005 got 67 % From Gujarat University (English Medium)

Master of Commerce in the Year 2007 got 45 % From Gujarat University (English Medium)

Computer Knowledge:

MS Office, Tally 9 ERP, and can able to operate any software of an Organization.

PROFESSIONAL EXPERIENCE:

Name of Organization:

FLOW INK & COATINGS PVT LTD

(Manufacturer Exporter of Printing Inks)

Designation : COMMERCIAL MANAGER (ACCOUNTS/EXIM)

Since: 2014....

Job Profile

1. DAY TO DAY UPDATES OF ACCOUNTING ENTRIES IN TALLY
2. MONTHLY RECONCILLATION OF VENDORS/BANK AND CUSTOMERS
3. PREPARATION OF REPORTS RELATES TO PAYABLES AND RECEIVABLES
4. RECONCILLING GST DATA BEFORE SUBMISSION.
5. GST REFUND PROCESS
6. TDS PAYMENTS AND TDS RETURN FILLING.
7. DEALING/LIASONING WITH C.A/DGFT/CUSTOM.
8. VERIFYING EXPORT LC AND IMPORT LC BEFORE FINALISATION.
9. SUBMISSION OF DOCUMENTS TO RELEASE THE GRS AT RBI (through IDPMS & EDPMS)
10. NEGOTIATION OF EXPORT DOCUMENTS WITH BANK.
11. PRE SHIPMENT POST SHIPMENT DOCUMENTS VERIFICATION.
12. LICENCE AUTHORISATION i.e. EPCG/ADVANCE LICENSE
(Application/Utilisation/Surrender)
13. LIASON WITH MSME DEPARTMENT OF GUJARAT FOR CAPITAL INVESTMENT SUBSIDY.
14. PREPARATION OF MONTHLY SALARY AND PAYMENT OF PF/ESIC AND OTHER STATUTORY PAYMENT.
15. VAT AUDIT-ASSESSMENT & VAT REFUND PROCESS OF PREVIOUS YEARS.
16. ACCOUNT-AUDIT & EXIM OPERATIONS.
17. CALCULATION OF IMPORT COSTING
18. GST AUDIT
19. LIASONING WITH FOREIGN DEPARTMENT WITH RELATES TO FORWARD BOOKING OF RATES FOR IMPORT PAYMENT.
20. IMPORT PAYMENTS INITIALISATION.
21. SOME TAKS WITH RELATES TO REGISTRAR OF COMPANIES.

Name of Organization:

STAR IMPEX (MERCHANT EXPORTER)

Designation: ACCOUNTANT/EXPORT ASSISTANT

Duration: 2013-2014.

Job Profile:

1. DAILY ENTRY OF SALES-PURCHASE-CASH-BANK IN TALLY
2. PREPARATION OF EXPORT IMPORT DOCUMENTS
3. PREPARATION OF LC DOCUMENTS AS PER REQUIREMENT
4. PREPARATION OF PARTNERSHIP FORMATION DOCUMENTS AND REGISTRATION
5. DEPB APPLICATION AT DGFT.
6. BANK RECONCILIATION.
7. PETTY CASH MANAGEMENT
8. EXPEDITES EXPORT-IMPORT ARRANGEMENTS AND MAINTAIN CURRENT INFORMATION ON EXPORT & IMPORT TARIFFS.

Name of Organization:

KRISHNA TRADE WORLD PVT LTD (MERCHANT EXPORTER)

Designation: EXIM CO-ORDINATOR

Duration: 2006-2009

Job Profile:

1. PREPARATION OF QUOTATION FOR EXPORT.
2. PREPARATION OF PURCHASE ORDER FOR IMPORT.
3. ASSISTING BDM IN GENERATION THE INQUIRIES THROUGH B2B PORTAL.
4. PREPARATION OF INSPECTION REPORT BEFORE EXPORT.
5. PREPARATION OF DOCUMENTS AS PER ISO GUIDELINE.
6. PREPARATION OF MONTHLY DECLARATION FOR ECGC & CLAIM PAPERS.
7. BOOK KEEPING MANUALLY.
8. MANUAL PREPARATION OF SALES-PURCHASE REGISTER.
9. PREPARATION OF STOCK STATEMENT.
10. PREPARATION AND ENTRY OF CASH VOUCHER IN TALLY

SKILLSET :

ACCOUNTS-AUDIT-FINANCE-TAXATION-EXIM OPERATIONS-LOGISTICS

Thanks & Regards,
Priyanka Kalpit Oza (9099959139)