

Radha Adatiya

Senior Accountant

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SUMMARY

Seeking middle to senior-level position in a leading and reputed organization to contribute my expertise in driving financial success and achieving organizational goals. A dedicated and competent professional with 12 years of experience in financial management, process management, and team leadership.

KEY SKILLS

- Accounting proficiency
- General ledger management
- Bookkeeping
- Auditing
- MS Excel
- MS Word
- Tally ERP 9
- Tally Prime
- Maintaining books of accounts, finalisation of accounts, and all the audit-related work
- TDS return preparations, challan payment in the respective sections
- GST return working

WORK HISTORY

Senior Accountant, Johnson MC's Ltd.

2023 - Present

- Preparing and handling day-to-day accounting on a daily basis.
- Preparation of TDS working quarterly.
- Supervising and ensuring the smooth processing of accounts payable and receivable transactions.
- Conducting regular bank reconciliations to maintain accurate financial records.
- Assisting in the preparation of financial statements for audits and ensuring compliance with financial regulations.
- Preparation of PF, working on a monthly basis.
- Preparation of sales-purchase invoices and E-way bills.
- Bill payments for expenses, purchases, and other company-related items.
- Preparation of GST working and its reconciliation with the portal on a monthly basis.
- Overseeing payroll processing and ensuring timely and accurate payment to employees.
- Managing vendor and customer relationships, including aging analysis, and maintaining outstanding records.
- Keeping petty cash records and month-end preparation for return filings.
- Audit scrutiny.

Sr. Finance Executive, Anup Industries

Apr 2018 - Nov 2023

- Preparing accurate and timely financial reports for management.
- Supervising and ensuring the smooth processing of accounts payable and receivable transactions.
- Conducting regular bank reconciliations to maintain accurate financial records.

- Assisting in the preparation of financial statements for audit and ensuring compliance with financial regulations.
- Overseeing payroll processing and ensuring timely and accurate payment to employees.
- Managing vendor and customer relationships, including aging analysis, and maintaining outstanding records.
- Monitoring and managing cash flow to ensure sufficient liquidity for operational needs.
- Ensuring adherence to tax regulations and preparing tax returns as required.

Senior Finance Executive, Airavat Corporate Services Pvt Ltd. Oct 2015 - Jan 2018

- Identifying and researching various subsidies, grants, and incentives available for clients based on their industry and activities.
- Reviewing and organizing financial documents and records to support subsidy applications.
- Monitoring the status of subsidy applications, and tracking progress to ensure timely approvals.
- Assessing the financial risks associated with subsidy applications, and providing risk management recommendations.
- Interacting with government authorities and subsidy providers on behalf of clients to facilitate smooth application processes.
- Preparing financial reports related to subsidy utilization, funds allocation, and disbursement.
- Assisting clients in preparing financial data for subsidy-related audits and compliance checks.
- Collaborating with clients to align their financial strategies with subsidy opportunities for maximum benefit.
- Maintaining a database of available subsidies, program updates, and relevant financial information.
- Providing guidance and mentorship to junior finance executives within the subsidy consultant office.

Account Executive, The Dharampeth Mahila Co-operative Bank Feb 2015 - Sept 2015

- Ensuring accurate and up-to-date maintenance of customer accounts and records in the banking system.
- Efficiently entering and updating financial and customer data into the bank's database.
- Handling various financial transactions, such as fund transfers, account openings, and loan disbursements.
- Conducting regular reconciliation of accounts to ensure accuracy and identify discrepancies.
- Reviewing and verifying customer documentation for account openings, loans, and other financial services.
- Generating reports on back-office operations, transaction processing, and account activities for internal use.
- Providing necessary data and documentation to support internal and external audits.
- Assisting in resolving discrepancies and errors in financial transactions or account activities.
- Assisting in preparing financial reports and statements, as required by management.

- Supervising and ensuring the smooth processing of accounts payable and receivable transactions.
- Conducting regular bank reconciliations to maintain accurate financial records.
- Overseeing payroll processing and ensuring timely and accurate payment to employees.
- Managing vendor and customer relationships, including aging analysis, and maintaining outstanding records.
- Keeping petty cash records, outlet sales, purchase working, and month-end preparation filings.

EDUCATION**Master of Business Administration****2014 - 2016**

Yashwantrao Chavan Maharashtra Open University - Nagpur

- Major in Finance

Bachelor of Business Administration**2011 - 2014**

Nagpur University - Nagpur

- Major in Finance
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