

Devechha Shinde

204, R-2 Gaondevi building, near Nitin company, Panchapakhadi, Thane west, 400602

7738613107 • shinde.devechha5@gmail.com

Objective

Looking for opportunity to incorporate my skill set to help the company grow and to work in an industry capable of providing wide exposure and learning opportunities for achieving organizational & personal goals.

Work Experience

Accounts executive

Aug 2019 to Apr 2023

Kotwala realty Pvt Ltd

- Manually Update Bank passbooks of Saving accounts & current
- accounts and maintain Balance in all bank accounts as required.
- Update day to day share market stock statement
- Preparation of purchase bills and sales bills, preparation of
- purchase orders, generate challan & e-way bills
- Handling banking procedure as well as making online payment through net banking.
- Month on month bank reconciliation.
- Handle petty cash and reconciled cash ledger on every week.
- Maintain all entries in Tally
- Booked vendor invoices in tally and paying them on time as per credit term
- Oversaw the management of all company accounts.
- Processed staff payroll and other main aspects of financial
- transactions.
- Managed accounting teams and ensured that all accounting
- records were complete and accurate.
- Handle RERA account of organization, also do work related
- construction site.

Accountant (Accounts Payable & Receivable)

May 2023 to Feb 2025

Ace express logistics Impex Pvt Ltd

- Software– Fresa Technologies
- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Booked Purchase invoices and generate payment advise as per their credit period.
- Update all Payment & Receipt entries in software
- Ledger tally of customers and vendors at every month end
- Working on monthly TDS and filling it on time.
- PF, ESIC working cross check and making payment on or before time.
- Update Branch–wise vendors Payable report on weekly basis Also update Branch–wise Receivable report for fluent cashflow.
- Handle Petty cash and
- Update entries on every week.
- Month to Month bank reconciliation as well as cash reconciliation update
- Handle payment profile to make a payment against Import Export request through the Bank portal.
- Make Stamp duty and Custom duty payments to released D/o (delivery order) of Air and sea Customs
- ADDITIONAL TASK
- Maintain Dubai accounts in HO (MUMBAI)
- Authorization of Online banking payments from HO, and also
- update Dubai shipment details in their software (F–studio).

Payment Account executive

Feb 2025 to Present

Manba Finance Ltd

- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Booked Purchase invoices and generate payment voucher as per their TAT.
- Update all Payment & Receipt entries in software
- Ledger tally of customers and vendors at every month end
- Working on monthly TDS and filling it on time.
- Update Branch–wise vendors Payable report on weekly basis Also update Branch–wise Receivable report for fluent cashflow.
- Handle Petty cash and
- Update entries on every week.
- Month to Month bank reconciliation as well as cash reconciliation update

- Handle payment profile to make a payment against booked invoices through the Bank portal.

Professional Skills

- Microsoft Word
- Microsoft Excel
- Advance excel
- Tally advance
- TDS
- Fresa software
- Graphic designing (Coral Draw, Photoshop, Page-maker)
- Communication
- Inter personal Skills
- Multi-Tasking

Education

B. Com graduate

June 2018 to Mar 2021

University of Mumbai

- Commerce field

12th

June 2016 to Mar 2018

N K T T junior college

- Commerce field

Other Activities

- I love to make a paintings, reading books, traveling and listening to music