Swapna Gijare

SUMMARY

B.COM from Prof. A.C.S Ramkrishna More Collage, Akurdi having more than Six years of experience as an Accountant in various fields like Automobile, Construction & C.A firm etc. Well-versed in Tally ERP 9, SAP ERP and hands on experience in handling Back office work. Well versed in Back office documentation. Knowledge in Tally ERP 9 & GST. An ambitious and confident individual, with hunger for knowledge and challenges. Sound communicator with outstanding analytical, problem solving and leadership abilities. Ability to work in team or as an individual, possessing excellent grasping power and able to adapt quickly to technology or work environment change.

OBJECTIVE

To work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a fast-paced professional growth. Intend to build a long term career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

EXPERIENCE

Accountant | Gestamp Automotive Pvt.Ltd

1 Oct 2024 — 20 Sept 2025

- Working as an Accountant
- Basic knowledge of TDS
- Vendor Bills passing in SAP ERP

Accountant | Vatsyan & Co. CA Firm

1 Sept 2023 — 31 Aug 2024

Working as an Accountant

Accountant | Shini Plastics Technologies I Pvt Ltd

1 Aug 2021 — 30 Aug 2023

- Working as an Accountant
- Responsible for Vendor bill passing through SAP ERP
- Basic knowledge of TDS
- GSTR-1 & GSTR-3B
- GST working
- Vendor payment

Accountant | Satellite Buildcone, Pune

1 Apr 2019 — 31 Mar 2021

- Working as Accountant
- Responsible for Company Purchase, Sale & Bank entries through Tally ERP-9
- Basic knowledge of TDS
- EPF & ESIC basic knowledge
- Salary working

PERSONAL DETAILS

91-9922435443

swapnagijare25@gmail.com

25th May 1985

LANGUAGES

English

Hindi

Marathi

SKILLS

Tally ERP 9

Well-versed in Tally ERP 9, including purchase, sale and bank entries.

SAP ERP

Hands on experience with SAP ERP, including vendor bill passing and accounts payable.

GST

Knowledge and experience in GST filings like GSTR-1 and GSTR-3B.

Back office documentation

Experienced in back office documentation.

Accounting and finance

Handling accounts payable and receivable, bank deposits, general ledger postings and reconciliations.

TDS

Basic knowledge of Tax Deducted at Source (TDS).

INTERESTS

Playing Chess

Badminton

Singing & Listening Songs

Cooking

Drawing Rangoli

- Petty cash handling
- GSTR 1 and GSTR 3B return filing

Accountant | M.M Sancheti a C.A firm

1 Jan 2016 — 31 Mar 2018

- Working as Accountant
- Responsible for Purchase, Sale & Bank entries through Tally ERP-9

Accountant | Rohan Construction office

July 2013 — April 2014

- Working as Accountant
- Responsible for the Company admin and Bank entries through Tally

EDUCATION

B.COM | Pune University

2013

Completed B.COM from Pune University with second class.

Diploma In Fashion Designing

2005

2 Years Diploma in Fashion Designing.

12th | Maharashtra State Board

2003

Completed 12th with second class.

10th | Maharashtra State Board

2001

Completed 10th with second class.

CERTIFICATIONS

Typing Course

Typing course of 6 months with speed of 40 words/minute.

Computer course DCGA

C.C.O Course

Tally ERP 9 course

Certification in SAP R/3FICO

DECLARATION

I hereby declare that the above information's are true to best of my knowledge.