

ROLL NUMBER: P25703049

Shweta Ajmera

Female

DOB

04-Jan-1987

TECHNICAL SKILLS

- Tally ERP 9
- Winman
- Saral

PERMANENT ADDRESS

C 904, ROYAL RAHADKI GREENS,
 OPPOSITE ARENA 29, SHIVRAJ
 NAGAR LANE NO 1, RAHATANI
 City: Pune
 State: Maharashtra
 Pincode: 411017

LANGUAGE

- English
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	9.45	2027
Graduation	GOVT GIRLS COLLEGE TONK	57.72	2006-May
Intermediate	BOARD OF SECONDARY EDUCATION, RAJASTHAN	68.31	2003-Apr
High School	BOARD OF SECONDARY EDUCATION, RAJASTHAN	68	2001-Jun

WORK EXPERIENCE (9 Years 8 Months)
Elpro International School

25-Oct-2021 - 15-Mar-2025

3 Years, 4 Months, 18 Days
PROFILE: Assistant Manager-Accounts and Finance

Managed and oversaw the comprehensive accounting functions for partnership firms and companies, ensuring accuracy and compliance with statutory requirements.

Led the annual preparation of financial statements in accordance with the Companies Act, ensuring transparency and adherence to accounting standards.

Supervised and streamlined Accounts Payable processes within School Operations, optimizing efficiency and accuracy in financial reporting.

Directed the verification of manufacturing invoices and RA process, ensuring timely and accurate processing.

Spearheaded the preparation of monthly cash flow and MIS to provide senior management with insightful financial analysis for decision-making.

Took ownership of export ledger preparation and ensured meticulous reconciliation of accounts to guarantee accurate reporting.

Managed and tracked advances and aging creditors, ensuring timely settlements and accurate financial reporting.

Led the Forex payment management, liaising with banks to ensure optimal forex transactions and compliance with regulations.

Led and mentored a team of accountants, providing direction and guidance to ensure efficient operations.

Expertly prepared and filed GST returns, managing both monthly and annual filings (GSTR 9 & 9C) to ensure compliance with the GST Act.

Oversaw advance tax calculations and payments, ensuring adherence to tax deadlines and optimizing tax liability.

Ensured timely filing of TDS returns using TDS utility, maintaining compliance with statutory requirements.

Proactively resolved online TDS demand queries, ensuring smooth communication with tax authorities and the accurate filing of returns.

Proactive Engineering Services

07-Mar-2019 - 01-Oct-2021

2 Years, 6 Months, 24 Days
PROFILE: Accounts Manager

â€¢ Independently managed the full accounting functions for the engineering firm with an annual turnover of \$4 Mn, using Tally for efficient bookkeeping and financial record maintenance.

â€¢ Solely responsible for finalizing the accounts for the partnership firm, ensuring accurate financial reporting and compliance with relevant regulations.

â€¢ Handled the preparation and management of the export ledger, ensuring accurate tracking and reconciliation of export transactions.

â€¢ Independently prepared GST return data, ensuring timely and accurate submission of returns in compliance with GST regulations.

â€¢ Solely managed the filing of TDS returns using Saral Software, ensuring proper tax compliance

and timely submission to authorities

DKP Financial Sevices

12-Jun-2013 - 28-Feb-2017

3 Years, 8 Months, 16 Days

PROFILE: Associate- Accounts and Tax

â€¢ Supporting seniors in their client deliverables

â€¢ Maintaining the books of accounts for proprietary and partnership business

â€¢ Posting the accounting entries using Tally System

â€¢ Finalizing the account for clients

â€¢ Filing income tax returns for sole proprietary, partnership business entities and individuals

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 190 Weeks)
Vushnu Khandelwal & co

05-Nov-2007 - 04-May-2011

182 Weeks

PROFILE: Trainee Article

Supporting seniors in their client deliverables

Involved in statutory Audit and internal audit of books of accounts of clients

Preparing and finalizing the account for clients

Acquiring the knowledge of the taxation and helping seniors in filing various tax returns

Edsom Fintech Pvt Ltd

04-May-2026 - 29-Jun-2026

8 Weeks

PROFILE: Business Analyst

1. Analyze data and prepare reports.
2. Conduct market and business research.
3. Create dashboards and presentations.
4. Help improve business processes.
5. Support the team in making business decisions.

ACHIEVEMENT DETAIL

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