



Falcon Multi Services Ltd
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	2086
Name	Chaitali Prashant parab
Date of Birth	1992-10-16
Salary (in USD)	9414/Per Annum
Industry	Finance & Accounting
Sub Industry	Bookkeeper
Nationality	India
Primary Language	English, Hindi,
Secondary Language	
Total Years of Experience	11

Additional Information

Roles and Responsibilities	Additional Skills/Certification
"Led a cross-functional team of 4-6 members, driving collaboration, project execution, and delivering results within deadlines. " Preparation of monthly Profit & Loss- MIS report. Maintaining estimated deal wise Profit, compare budget on a monthly basis with the actual expenses and analysis the reasons for the variance. Managing Cash Flow and periodic Cash Flow reporting Scrutiny of ledgers, Reconciliation of Debtors, Creditors Responsible for all booking with team with cross checking of vendor ' s quotation, monitor revenue & receivable management. Responsible for daily payment. Analyze inventory data and recommend solutions for inventory optimization. Coordinate with warehouse personnel to ensure accurate inventory tracking Managing monthly GST Payments>Returns GSTR1 & GSTR3B with GST Audit TDS monitoring, monthly TDS Returns, 26AS Reconciliations Responsible for Export- GST refund process. Handing E-invoicing & awaybill. Reporting of day to day activities to HOD on daily basis. Carried out month-end close responsibilities with team. Co-ordinate with statutory Auditors/Helping in Finalisation.	MBA Finance Tally ERP

Education Summary

Course	University	Passing Year	Country
MBA	Welingkar institute of management	2018	India

Career Summary

Position	Employer	Country	From	To
Assistant manager accounts	Carnival capital holding Pvt ltd	India	10/2016	11/2024

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)