

# Shital Ananda Padwal

## ACCOUNTS AND OPERATIONS PROFESSIONAL

Juinagar, Navi Mumbai, Maharashtra 400705

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Date of Birth: 27 June 1996

### PROFESSIONAL SUMMARY

Accounts and operations professional with 4+ years of experience across accounting support, insurance collections, customer service, and software testing. Skilled in financial statement preparation, bank reconciliation, accounts payable and receivable, customer interaction, manual testing, test case execution, defect reporting, and Excel-based reporting. Recognized for accuracy, coordination, adaptability, and the ability to support business operations across finance, customer-facing, and quality-focused roles.

### CORE COMPETENCIES

Financial Statement Preparation

Bank Reconciliation

Accounts Payable and Receivable

Tax Return Support

Insurance Collections

Customer Support

Account Inquiry Handling

Manual Testing

Web Application Testing

Mobile Application Testing

Test Case Creation and Execution

Defect Reporting

Excel Reporting

Cross-Functional Coordination

MS-CIT

Microsoft Excel

Basic Computer Knowledge

Typing

### PROFESSIONAL EXPERIENCE

#### Junior Accountant

Nov 2024 - Present

Samrudhi Logistic

- Prepare and review monthly and annual financial statements, including balance sheets and income statements.
- Reconcile bank statements and company ledgers to maintain financial accuracy.
- Manage accounts payable and accounts receivable, including follow-up on overdue invoices.
- Support compliance with tax requirements by preparing and filing returns.

#### Process Associate

Mar 2022 - Sep 2023

Viztar International Pvt. Ltd. | Insurance Collections Process

- Worked in the insurance collections process.
- Handled day-to-day customer interactions, customer support, and account inquiries.
- Answered customer queries over the phone and guided customers through the payment process.
- Explained product details to customers during calls.

#### Software Tester

Sep 2018 - Mar 2020

Ascra Technology / 8848 Digital LLP

- Performed web application testing and mobile application testing for Android and iOS platforms.
- Worked on the Automate America project and tested the application thoroughly using black box testing, UI testing, system testing, and positive and negative testing approaches.
- Developed effective testing strategies and test plans.
- Worked on the Shine Shilpi application, a jewellery ordering app.
- Worked on The Gene Box project and tested the application thoroughly using black box testing, UI testing, system testing, and positive and negative testing approaches.
- Prepared reports and validated report outputs as part of the testing cycle.
- Coordinated with developers and managers to address issues and maintain quality standards.
- Executed manual and automated test cases, analyzed results, reported bugs and errors to development teams, supported priority issue resolution, conducted post-release and post-implementation testing, and worked with cross-functional teams to ensure quality throughout the software development lifecycle.
- Role coverage included requirement analysis, test case creation and execution, and reporting through Excel.

## EDUCATION

### Bachelor of Science in Chemistry

Karmavir Bhaurao Patil College, Vashi | Mumbai University | Grade B | 2017

### Higher Secondary Certificate (HSC)

S.V. College, Nerul, Navi Mumbai | Mumbai Board | Grade B | 2014

### Secondary School Certificate (SSC)

S.V.M. School, Dadar, Mumbai | Mumbai Board | Grade A | 2012

## ADDITIONAL DETAILS

Marital Status: Married

Nationality: Indian

Languages: Marathi, Hindi, English

Technical Skills: MS-CIT, Microsoft Excel, Basic Computer Knowledge, Typing