## CURRICULUM VIATE

### Madhukar Vasudev Nimbalkar

Email Id:-Madhukar7878@gmail.com LIG, H-28 Sector-3 Kalamboli

Cell No.9004889700 Navi Mumbai -410208

#### PERSONAL INFORMATION

Date of Birth : 1st Jan. 1986.

Gender : Male.

Marital Status : married.

Caste : Hindu-Maratha.

Nationality : Indian.

###### EDUCATIONAL QUALIFICATION

B.com from Mumbai University through S.M.D.L. College Kalamboli.

##### TECHNICAL QUALIFICATION

DIPLOMA IN OFFICE AUTOMENTION – Operating packages as follows.

1. Tally (5.4, 6.3,7.2 ,9 & ERP- 9)
2. Internet surfing
3. Microsoft Windows 2007

##### LANGUAGES KNOWN

Can read, write & speak in English, Hindi & Marathi.

WORK EXPERIENCE - CURRENT:-

Designation : Account Executive.

Duration : Year Jan 2008 to March-2018

Total Experience : 9 Years

1. Work in – Naik Oceanic Exports Pvt. Ltd is a Fish Export Company & produce Ice also. ( From Jan-2008 to Mar-2012 )
2. Working in –Arowana Exports Pvt Ltd is fish Processing & Export Company ( Working From 19 Sept-2012 To 31Oct-2014 As .Accountant above mentioned company)
3. Working in System Automation & Controls Tek is MIDC WTP automation company from 21 Nov-2014 to Feb-2018 as Accountant
4. Working in Anand Mould Steels Pvt ltd from March-2018 as on date.

**JOB PROFILE:**

* **Present Company -**
* Finalization of Accounts Companies, Firms and Individuals / Directors with Sr, accountant.
* Help to Sr. accountant & accounts Manager for Finalization of balance sheet.
* Knowledge of TDS/ VAT/ Service Tax/Professional Tax returns, hearing and assessments, all matters including representing for assessment with authorities on behalf of Companies/ Individually.
* To maintain records of invoices of and creditors payment
* To prepare monthly bank reconciliation statement
* Introduced computerization including networking, training to managers and staff for achieved the best and fast result of computerization in accounts and other departments.
* To provide accounts information to Sr. Accountant or Acc. Manager

As per requirement.

* To handle Auditor during audit time
* To handle journal, payment receipts, contra, entries.
* To handle purchase & sales registers.
* To maintain day to day petty cash book.
* Preparation of bank reconciliation
* MIS-reporting to the management.
* Handling various banking documents.
* Prepare reports of debtors & creditors.
* Advance journal entries.
* To fillings of all transactions timely & accurate.
* Handle also director personal accounts.
* Prepare the vat/service tax/GST refund file in excel sheet after during the year with party wise.
* To Handle also term loan & CC accounts
* Calculation of depreciation & pass entries in tally ERP9
* To Prepare Cash Flow statement
* To Maintain $ A/c
* Knowledge and awareness of GST
* Knowledge of C forms
* Knowledge of TDS/VAT/PF/ESIC & PT & salary calculation.
* Making Accounting Reports & official documents in Ms-Office.
* Follow up with Clients for invoices & other Accounts related documents.

#### OTHER ACTIVITES –

* Watching movies
* Reading news Paper & put self-updating with taxation news
* Listening music.
* Preparing Govt Exams

#### PERSONAL SKILLS

* Positive Attitude.
* Ability to work in Team.
* Ability to organize and conduct.
* Good communication skill.

**YOURS FAITHFULLY,**

**MADHUKAR V. NIMBALKAR**