CURRICULUM VITAE

PruthvirajGovindraoBhande

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Career objective:-

To obtain a challenging position in a high quality business environment where my resourceful experience and academic skills will add value to organizational operation.

EDUCATION:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **Year Of Passing** | **Board/University** | **Percentage** |
| B.Com (A&F) | C.K.T. Collage | 2014 | University Of Mumbai | 69.58% |
| 12TH | M.G.M. Collage | 2011 | Latur | 83.13 % |

**WORK EXPERIENCE:-**

**1) Working at Larsen &Tuobro (L&T) on third party payroll**

**Designation: Accounts Executive**

From March 2018 To Sept.2018.

**Job description:**

* Handling day to day inter unit advices.
* Expenses booking,G/L accounts
* Banking activities
* Preparing bank reconciliation statement
* Vendors registration and updating in BPM Portal
* Month end closing activities.

**2 )Completed Threeyears ofArticle ship.**

From July 2014 to Aug. 2017

**Designation: Article Assistant**

Job Profile:-

* Day to day accounting in tally.
* Entries of purchases, sales, and bank statement on daily basis..
* Preparation of Financial Statement of company and partnership firm.
* Finalisation of Accounts of company.
* Tax Audit of partnership firms, individual and companies.
* Areas covered under internal audit - Cash audit, Legal,FSSAI, HR,H&S and Stock Routines. Etc.
* Vat Return Filing.
* Vat Audit.
* Income Tax Return Filing.
* Annual Return filing (ROC).
* Knowledge of GST.

Skill Set:-

* MS-CIT, Orientation Certificate, IT Training.
* General Management Communication Skills**-**I**.**

**Personal Profile:-**

Date of Birth : 08th October 1993.

Gender : Male

Marital Status : Unmarried

Languages Known : English, Hindi and Marathi.

**Perceived strength:-**

* Hardworking and sincerity
* Fast grasping ability
* Good with number
* Punctuality

**Other comment:-**

I hereby declare that the information that I have furnished is authentic, and true to the best of my knowledge.

**Date:**

**Signature:**