**RESUME**

**SOMNATH CHIKHALEKAR**

Near Hanuman Temple,

At – Tembhode,

Post – Kalamboli,

Taluka – Panvel.

Navi Mumbai - 410218.

Mob: 07208046866/08898527771

Email: schikhalekar@hotmail.com /schikhalekar1984@gmail.com

|  |  |
| --- | --- |
| **CAREER****OBJECTIVE** | To secure challenging position in an organization, where extensive experience will be further developed and utilized. |
|  |  |
| **PROFESSIONAL****QUALIFICATIONS** |

|  |  |
| --- | --- |
| **Examination** | **Year of Passing** |
| CA-IPCC(C.A. Inter) | November 2015 |

 |
|  |  |
| **ACADEMIC****QUALIFICATIONS** |

|  |  |
| --- | --- |
| **Examination** | **Year of Passing** |
| M.COM. | April 2011 |
| B.COM. | March 2006 |
| HSC ( COMMERCE) | February 2002 |
| SSC | March 2000 |

 |
|  |  |
| **WORKEXPERIENCE** | 1. Working as Finance Executive in SMS Integrated Facility Services Pvt. Ltd., Navi Mumbai from 4th November 2016 to till date.

**Job Profile:**1. Maintain up-to-date billing system
2. Generate and send out invoices
3. Follow up on, collect and allocate payments
4. Carry out billing, collection and reporting activities according to specific deadlines
5. Perform account reconciliations and monitor customer account details for non-payments, delayed payments and other irregularities
6. Prepare bank deposits
7. Investigate and resolve customer queries
8. **DDU-GKY(Deen Dayal Upadhyay Grameen Kaushalya Yojana):**
9. Review and verify invoices and check requests
10. Enter and upload invoices into system. Set invoices up for payment
11. Prepare and process e-payments to vendors, expenses.
12. Preparation of bank reconciliation
13. Correspond with vendors and respond to inquiries
14. Produce monthly reports & assist with month end closing
15. Provide supporting documentation for audits
16. e-payments of TDS, PF, ESIC etc.
 |
|  |
| 1. Worked as Accountant in M/s. Industrial Services, Navi Mumbai from 1stApril 2011 to 30th November 2014.

**Job Profile:*** Recording day to day accounting transaction in Tally ERP9 software
* Preparation of bank reconciliation.
* Debtors & Creditors Management
* Preparation of Sales bills.
* Preparation of balance sheet and profit & loss statement.
* Payment to vendors and petty cash expenses.
* Online payment of MVAT, CST, TDS, Service Tax.
* Filling of MVAT, TDS& Service Tax return.
 |
|  |
| 1. Worked as Account Assistant in M/s. Suresh Mal & Co., The Chartered Accountants, Navi Mumbai from 1st November 2007 to 15th September 2008.

**Job Profile:*** Accounting and Finalization as per Indian Accounting Standards and Generally Accepted Accountancy Principles.
* Filling of VAT, CST, TDS, Service Tax and Income Tax return.
 |
|   |  |
| **COMPUTER****QUALIFICATION &****SKILLS** | * Advanced knowledge of accounting software Tally ERP9 & MaxFinancial.
* Working knowledge of MS Word, Excel & Internet.
 |
|  |  |
| **HOBBIES** | * Listening Music
* Playing Cricket
 |
|  |  |
| **PERSONAL DETAILS** | * Father’s name: Laxman C. Chikhalekar
* Date of Birth: 14th May, 1984
* Language Proficiency: English, Hindi, Marathi
 |
|  |  |
| **PREFERED JOB LOCATION** | Navi Mumbai, Mumbai, Thane |
|  |  |
| **CURRENT SALARY** | Rs.3.27 Lakh P.A. |
|  |  |
| **EXPECTED SALARY** | As per company’s norms. |
|  |  |
| **NOTICE PERIOD** | 1 Month |
|  |  |

Date: 20-02-2019

Place: Navi Mumbai (Somnath L. Chikhalekar)