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CURRICULUM VITAE

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Mr. Sameer Pradeep Shah

BASED AT:

:- B-10, Annapurna Niwas, Above Darshan Furniture,
Near Saraswati Vidya Mandir Shivaji Chowk,
Panvel- 410206. Maharashtra.

Mob: 9820995197
Email: shahsameer795@gmail.com

Dear Sir/Madam,

- ❖ **My objective/ goal is to: -**

Seeking a quality environment where my knowledge & skill can be enriched & keep stable the company.

❖ **Previous Executing the role of:-**

Company: **A T Upadhye & Co, (Chartered Accountants)**
Designation: An Account Assistant .
Tenure: November 2013 to February 2017
Location: Panvel.

❖ **Currently Executing the role of:-**

Company: **Asphalt Lineolux Pvt Ltd**
Designation: An Accountant.
Tenure: March 2017 to Till date
Location: Taloja MIDC (Panvel).

➢ **Job responsibilities included**

❖ Handling day to day all Accounts in Tally ERP9

❖ Responsible for Payable and Receivables Ledger Account

❖ Preparation of Bank Reconciliation Statements.

❖ .Responsible for Sale and Purchase bill entry.

❖ Responsible for TDS e-return filing

❖ Handling Sale Tax Work for MVAT e-return filing.

- ❖ Responsible for GST e – return filing.

- ❖ Preparation Sale & Purchase summery for GST return.

- ❖ Preparation Sales Invoice & Generate E Way Bill.

- ❖ Internet Surfing

❖ Educational Qualification:-
T.Y.B.COM (2013) From Mumbai University with First Class.
H.S.C. (2010) From Mumbai University with Second Class.
S.S.C. (2008) From Mumbai University with Second Class.

❖Computer Qualification:-
Programming in Diploma
Certificate Course of Tally 9.0, M.S. Office, Excel etc.

❖ Personal Information:-
Date of Birth	:	26th June. 1990
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known:		English, Hindi, Marathi, Gujrati.
Self Assessment	:	Self motivated & hard working, quick learner & Adaptive Nature

❖ Salary :-
Present Salary: - Rs.340000 / P .A
Expected Salary :- Rs.450000 / P.A

I hereby declare that the above mention statement is given by me is true to the best of my knowledge & Belief.

Date: Yours Faithfully,

 Place:

(Sameer Pradeep Shah)