#### CURRICULUM VITAE

**MR. GANGARAM NAMDEV MALI**

Plot No. 138, Middle Class Housing Society,

Panvel-410 206, Dist. Raigad. (Maharashtra).

**Personal Profile :**

**E-mail :** [gnmali0510@gmail.com](mailto:gnmali0510@gmail.com)

**Contact No. :** 8369919516/8692924232

**Date of birth :** 5th October 1968.

**Marital Status :** Married.

**Nationality :** Indian.

**Language known :** English, Hindi &Marathi.

**Academic Qualification :** Passed B.Com. in April-1990 from Mumbai University.

**Other Courses :** Completed Personal Computer Application Training

from INFORMATICS Computer Institute, Mumbai.

**:** Passed Fox Pro Programming Course from Boston’s Computer Institute, Panvel.

**:** Passed Diploma in Office Automation and Graphics ( DAOG ) at Keerti Computer Institute, Panvel.

**Computer Applications :** Window XP, MS WORD 2000, MS EXCEL 2000

TALLY, INTERNET ETC.

**:** Handling Excise Software ofCAMS, Mumbai &UDYOG Software India Ltd.

**Other Applications :** Handling Hybrid Weigh Bridge of M/s. AVERY

India Ltd.

**:** Handling and maintaining Petty Cash Register, Attendance , O.T., Leave Record etc.

## Career Objective : To meet challenge, to surge ahead in the midst of change,

## Passion for excellence, to hone my knowledge through shear hard work and commitment and be a vibrant force and core strength of the organization.

**Work Experience :**

**Present Job : M/s. PARAG PHARMACEUTICALS (INDIA) PVT. LTD., TALOJA.**

I am working in **M/s. PARAG PHARMACEUTICALS (INDIA) PVT. LTD.,TALOJA**as “**EXCISE OFFICER CUM ACCOUNTANT”** is doing Job Work of Bulk Drug for Cadila Healthcare Ltd, Ankleshwar, Gujrat **from MARCH-2015 till date.**

1. **M/s. ARYAVART CHEMICALS PVT. LTD. MIDC, TALOJA**

**M/S ARYAVART CHEMICALS PVT. LTD,** is a Manufacturer and Exporters of Paint Driers and PVC Stabilizers, Cobalt Sulphate, Nickel Sulphate etc. **As a “ADMN. ASSISTANT”.**

1. **M/s. LASONS INDIA PVT. LTD. MIDC, TALOJA**

**M/S. LASONS INDIA PVT. LTD.** is a manufacturer and exporter of Bulk Drugs As

**“OFFICE ASSISTANT”.**

1. **M/s. RAMA PETROCHEMICALS LTD., MIDC, PATALGANGA.**

**M/s. RAMA PETROCHEMICALS LTD., MIDC, PATALGANGA** is a manufacturer of Methanol as a **“TYPIST CLERK”.**

**JOB PROFILE :**

**FORACCOUNTANT, GST, CENTRAL EXCISE&STORES DEPT. :**

* Responsible for All GST related activities.
* Reporting to Manager/Director.
* Knowledge of Tally ERP-9.
* Operating CAMS – EXACT software and UDYOG software for preparing and maintaining all types of GST records, GST Returns like GSTR-3A, GSTR3-B, GSTR-9 etc. Production Reports R/M, F/G Stock Statements and Stock Ledgers, etc.
* Preparing of GST Sale Invoices& Delivery Challans for Local Clearances, Export Invoices, Packing List etc.
* Making e-payment.
* Preparation and submission E-filing of GST Monthly return GSTR3-B, GST Annual Return GSTR-9.
* Faced GST Internal Audit.
* Co-ordination with Planning, Production & Marketing People for Production and Dispatch planning.
* Attend any other work assigned by the superior as and when required.
* Transport Arrangement (Logistics).
* Raw Material & General Stores Material Receipt and Issue.
* Maintaining Daily Material Inward Register of Raw Material & General Stores and Preparing GOODS RECEIPT NOTE.
* Day to day physically Stock taking of Finished Goods, Raw Materials, & Packing Materials.
* Preparing all types of Delivery Challan, Gate Passes i.e. Returnable, Non–Returnable.
* Preparing Purchase order for Raw Materials.
* Maintaining Returnable, Non–Returnable material and Keeping record of full, Preparation of Monthly Reports & Weekly Reports. i.e. Monthly Bearing Stock Statement, Monthly Statement of Receipt & Consumption of all types of Chemicals & Packing Materials, Monthly Rejection Report.
* Preparing Material Discrepancy report for Rejected Material and inform to

Purchase Dept.

**Place : PANVEL.**

**Date :**  **(GANGARAM NAMDEV MALI)**