

CV

RAJENDRA CHANDRAKANT KOLI ☐ Phone: +9930636372/+9664286818

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Post-Konkan Bhavan, Navi Mumbai-400614

CAREER OBJECTIVE

“Willing to be a part of the team in a progressive organization where I can utilize my skills and expertise in a challenging work environment to achieve personal growth in my career simultaneously contributing to the progress of the Organization.”

EDUCATIONAL QUALIFICATION

YEAR	EXAMINATION	BOARD & UNIVERSITY
2011	B.COM	MUMBAI UNIVERSITY
2007	H.S.C	MAHARASHTRA BOARD
2005	S.S.C	MAHARASHTRA BOARD

STRENGTHS

- ❖ Dedication towards work
- ❖ Hardworking & Sincere
- ❖ Able to handle multiple tasks.

WORK EXPERIENCE

- ❖ Working with Pramod Nalawade & Associates. (Income Tax & Sales Tax Consultant) as an Accountant From (2 Years)

SKILLS

- ❖ Maintaining Bank Accounts & Bank Reconciliation.
- ❖ Preparing Cash Voucher.
- ❖ Making Entry into Tally 9 for Purchase, Journal, Sales, Bank Accounts
- ❖ Sending & Receiving Mails.
- ❖ Accounting, Auditing.
- ❖ Computation of Tax on Total Income.
- ❖ Income Tax, Vat (Returns With e-filing).
- ❖ Sales tax & Service Tax Returns. (Filling Sales Tax e-returns, Filling Application For 'H' Form & 'C' Form)

- ❖ **Hi-Tech Construction Group as on accountant. (1st Nov 2013 To 31st May 2015).**

SKILLS

- ❖ Maintaining Bank Accounts.
- ❖ Preparing Cash Voucher
- ❖ Making Entry into Tally 9 for Purchase , Sales, Bank Accounts
- ❖ Sending & Receiving Mails & Calling for Outstanding.
- ❖ Tax Invoices, Payment Receipt, Quotations, Purchase Orders, Letter, Preparing Cheques, Delivery Challans.
- ❖ Downloading & Purchasing of Tender Documents, Depositing Emd and Online Submission of Tender.

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- ❖ **CURRENTLY WORKING**

- ❖ **Antony Auto Coach Builders Pvt Ltd as on Accountant.**

SKILLS

- ❖ Maintaining Bank Accounts.
- ❖ Preparing Cash Voucher
- ❖ Making Entry into Tally 9 for Purchase, Sales, and Bank Accounts.Grn Entries.
- ❖ Stock Reco, Bank Reco.
- ❖ Preparing salary register.
- ❖ Handling I-connect Bank Accounts.
- ❖ Ledger Reconciliation of Vendor.
- ❖ Preparing Books of Excise, RG23 Part I, Part II & PLA Registered.
- ❖ Sending & Receiving Mails & Calling for Outstanding.
- ❖ Tax Invoices, Payment Receipt, Quotations, Letter, Preparing Cheques,
- ❖ Online Sales tax & Service Tax Returns.(Filling Sales Tax e-returns), Filling Application For 'H' Form & 'C' Form, Excise Online Returns.
- ❖ Inputs Tax Credits reconciliation-Match GSTR2A & GSTR2 to minimize differences to maximize set of vender tax credit reconciliation-Identify track & communication on vender wise input tax disallowances.Gst Payment, GST Invoice.

PERSONAL PROFILE

Date of birth : 22 SEP 1988
Languages known : Marathi, Hindi & English
Computer Skills : Tally7.2, Tally 9.0 ERP, Basic Knowledge Of
Computer.
English Typing (p.m. 30)
Marathi Typing (p.m. 30)
Hobbies : Surfing internet, Playing Cricket, Reading

Sir/madam,

*I Hope You Will Consider My Application and Give me a chance to work under your
Background*

Date:

Place: Navi Mumbai.

(RAJENDRA CHANDRAKANT KOLI)