

## **Sambhaji Sukir Madhavi**

**Add:** AT- Kherane, POST- Devichapada,  
**TEL-** Panvel, **DIST-** Raigad, Taloja MIDC  
**Navi Mumbai, India 410208**  
**Mob No:** 91-8898147431

**Email:** sambhajimadhavi09@gmail.com

### **Career Objective**

To work in a conducive atmosphere at a challenging position which will enable me to apply my knowledge and skills for the growth of organization and my career.

### **Educational Qualification**

<b>Course</b>	<b>Institute</b>	<b>Board/University</b>	<b>Year</b>	<b>Marks (%)</b>
M.M.S IVth sem	MGM's IMSR	Mumbai University	2013	60.43
M.M.S IIIrd Sem	MGM's IMSR	Mumbai University	2013	63.09%
M.M.S IInd Sem	MGM's IMSR	Mumbai University	2012	60%
M.M.S Ist Sem	MGM's IMSR	Mumbai University	2011	60%
B.COM	Barns senior College Panvel	Mumbai University	2011	45%
H.S.C	V.K College, Panvel	Maharashtra State Board	2007	45%
S.S.C	C.S.V. High school Wavanje	Maharashtra State Board	2005	61.46%

### **IT Skills**

- TALLY ERP 9, ORACAL
- MS-CIT
- Expertise in MS Office and Internet

## Project Undertaken

### 1. Summer project-

**Title:** Working Capital Management of Arviva Industries (I) LTD

**Duration:** 2 Months

**Brief Overview:** Company has the sound and effective policy and its performance is very good. Company has manage to post good profit, company is competing well at the domestic as well as the international level and it is among the low cost producers of in the world only because of its proper management of finance , specially the short term finance known as the working capital.

## Experience

### **SBW Logistics Pvt. Ltd. as an Accountant (Jan 2013 to Nov 2014)**

#### Work Profile:

- Handling Receivable as well as Payable Transactions.
- Maintaining records of Vendors in books of accounts
- Handling Day to Day Accounting Transactions
- Maintaining Bank Transaction including reconciliation of balances.
- Debtors & Creditors reconciliation
- Calculate TDS and Service Tax

### **J S Rolling Mill Industries as an Accounts Executive (Dec-14 to Jun 2017)**

#### Current Work Profile:

- Handling Receivable as well as Payable Transactions
- Purchase, Sales, Expenses Bill Booking in system on daily basis
- Debtors & Creditors reconciliation
- Bank reconciliation fill in the Cheque, RTGS,NEFT and other Bank related work
- Calculation of VAT, CST, EXCISE DUTY, TDS and Service Tax
- Petty cash or Imprest cash
- Prepare Salary sheet
- Report to CA about C & H form
- Coordinate with auditors in Final auditing

### **Asahi India Glass Ltd (June 2017 to Sep 2019)**

- Working in Accounts Payable As Well As Receivable
- Purchase bill booking in system
- GST bills register for Return file purpose
- Coordinate with seniors for making GST data for the purpose of GSTR1, GSTR3B,
- Application of “C” forms
- Calculation of TDS & Return File
- Creditors reconciliation

### **Pacific Organics Pvt Ltd (Sep 2019to Till Date)**

- Working in Accounts Payable
- Purchase And Sale bill booking in system
- GST bills register for Return file purpose
- Coordinate with seniors for making GST data for the purpose of GSTR1, GSTR3B,GSTR9, 2A MISSMATCH
- Application of “C” forms
- Calculation of TDS & Return File
- Debtors & Creditors reconciliation
- Bank reconciliation fill in the Cheque, RTGS,NEFT and other Bank related work
- Prepare Salary sheet
- Import & Export Documentation

### **Hobbies and Interest**

- Listening Music
- Travelling
- Reading

### **Personal Details**

Date of birth                      -                      12/02/1991

Father's name` - Sukir Dharma Madhavi  
Sex - Male  
Languages - English, Marathi, Hindi  
Nationality - Indian

**Date:**

**Place: Navi Mumbai.**