

Professional Profile

- ❖ Sound knowledge of **GST, TDS, Making MIS report, Writing Books of Accounts** etc.
 - ❖ Good knowledge in **Tally ERP9, Logi-Sys, MS Office with Advance Excel &** Good communication and cooperation with colleagues as well as clients.
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Organizational Experience

- **A Mart (Tally) (Domestic Live & Frozen Fish Supplier)**
AI Freight International Pvt. Ltd. (Logi-Sys) (Importer)
(October 2019 – Till Date)
 - Accounts related work like feeding data entries in Excel & Tally of Purchase, Sales, Maintain stock summery etc.
 - GST working
 - TDS working
 - Payment to suppliers by cheques or RTGS/NEFT
 - Bank Reconciliation
 - Communicate with vendor over phone and mails
 - Looking after day to day funds flow & report to the manager
- **New Engineering Works (Tally)**
Uttam Industries (Tally)
(Manufacturer of Concrete Batching Plant, Dry Mix Plant, Cement Silos, Belt Conveyors etc.)
(January 2016 – September 2019)
 - Accounts related work like feeding data entries in Excel & Tally of Purchase, Sales, Maintain stock summery, petty cash etc.
 - GST working
 - TDS working
 - Follow-up Debtors
- **Ajay Engineering Works (Tally)**
(Dealers of Industrial Mechanical, Precision Machinery Work etc.)
(November 2014 – December 2015)
 - All the accounts related work like writing Books of Accounts, Feeding data entries in Excel & Tally
 - Payment of vendors, Bank Reconciliation
 - VAT working
 - Preparing MIS report
- **Emkay Global Financial Services Ltd. (Share Broking Firm)**
(May 2008 – October 2014)
 - Making pay-out of clients, Bank Reconciliation, Quarterly audit statements, payments of bills & travelling etc.
 - Handling petty-cash
 - Payment of dividend to respective clients
 - Preparing and filing of TDS

■ **Nitish Nigam & Co. (CA.)**

(December 2005 – January 2008)

- Account writing for The Cutting Crew (Prop. Vivek V. Shah), Kaveri Industries Pvt. Ltd. for TDS & Service Tax purpose
- Audit for Sambe Electronics Pvt. Ltd., R. R. Trading Co., Roofit Industries Pvt. Ltd. for MVAT & TDS purpose
- Audit for Ambe International for FBT
- Audit for Plasto Craft Industries P.L.

■ **H. R. Bhagat & Co. (CA.)**

(May 2005 – November 2005)

- Writing Books of Accounts, Data Feeding in Excel & Tally

Academic Credentials

- ❖ B. Com from Mumbai University (Yr. 2005)
- ❖ Passed H.S.C from Mumbai Board (Yr. 2002)
- ❖ Passed S.S.C from Mumbai Board (Yr. 2000)

Skills

- ❖ Conversant with MS-Office with Advance Excel & Internet Applications
- ❖ Good skills of Tally ERP9, English Typing 40 W.P.M.
- ❖ Good communication

Key Strength

- ❖ Quick to Grasp
- ❖ Hardworking
- ❖ Willing to learn

Personal Details

Permanent Address : At: Chinchawali (Ranjankhar), Po: Narangi, Tal: Alibag, Raigad – 402209.
Correspondence Address : Flat No. A-1-208, Shree Homes, Near Sai Mandir, Tondre Village, Taloja MIDC, Panvel, Navi Mumbai – 410208.
Date of Birth : 15th April, 1985
Languages : Marathi, English & Hindi
Marital Status : Married

References

- ❖ Will be furnished if so desired.