

PROFESSIONAL PROFILE

I am an enthusiastic and dedicated professional with extensive experience across all areas of Accounting. I can demonstrate a strong ability to manage successful work completion.

EDUCATION AND QUALIFICATIONS

Post Graduate Diploma in Finance (MBA)	Mumbai University in 2017 with 65%
B.com	Modern college, Vashi in 2005 with 47%
HSC	Modern college, Vashi in 2005 with 58%
SSC	Navi Mumbai High School, Vashi in 2000 with 51%
Additional	Diploma in Computerized accounting (Tally)
Other Profession	Mutual Fund Advisor, Certified by AMFI

CAREER SUMMARY:-

- 1) R R Shipping Pvt Ltd. (CHA & Transportation-Seawood, Navi Mumbai)**
From :- 01/10/2019 To 30/04/2020
Designation - Sr.Accounts Executive

General Accounting/Work

- Keeping/Maintaining books of Accounts in **TALLY 9 ERP**
- Ledger scrutiny & Accounts reconciliation,
- Invoices raised to the party
- Online payment transaction, bank reconciliation.
- Monthly payment of PF, ESIC, PT, TDS, GST on time.
- TDS matter handling Up to Return filling
- Day to Day's Work Reporting to the Accounts Manager.
- Preparing Income Tax scrutiny & Provide report to C.A
- Handling up to Finalization of Accounts.
- Weekly Outstanding report Provide the management
- Payment follow up on phone & Email through.
- Letter Drafting, E-mail Handling, Proficient in Excel.

- 2) Mehta Brothers Freight Forwarders Pvt. Ltd.(Shipping & Logistic Division)**
(Clearing & Forwarding Agent) (CBD-Belapur, Navi Mumbai) – Oct'2011 To 30th Sept'2019

Designation : - Senior Accounts Executive**Accounts Receivables**

- Outstanding send on weekly basis to the client & payment follow-up.
- Client Interaction in case they need any clarification in invoicing.
- Reconcile the party's accounts, bill-wise receipted adjusted and solve the issue on time.
- Develop reports to details aging and past due accounts for management.

Accounts Payable

- Vendor invoices verification, scrutiny & processing Payments (Online/Cheque through)
- Timely vendor payment as per defined guidelines/ schedule.
- Vendor management, handling payment etc query.
- Vendor accounts Reconciliation, raising Debit/credit notes.
- Follow up for correction/clarification/issues in invoices for payments.
- Deducting TDS & Releasing Form 16A.

Fund Management/Bank Dealings

- Responsible for monthly Bank account reconciliation.
- Maintaining Quarterly/monthly average balance for all Bank accounts.
- Bank coordination for remittance, RTGS, NEFT, inter-bank fund Transfers, interest certificate etc.
- Yearend adjustment entries Bank interest, TDS deducted, transferring differential balances to Short & excess A/c.

Taxation

TDS

- Handling Tax Deduction at source (TDS) up to Quarterly return filling.
- Maintain records, Checking deduction, Timely payment before due date.
- Issue TDS Certificate Form 16A to the client.
- If any default in traces solve query on time.
- Yearend Reconcile the 26AS
- Issue Form 16 to the Employee.

GST

- Knowledge of GST up to Return Filling (GSTR3B)
- Checking deduction, maintain monthly record.
- Timely payment before Due date
- Return filling of GSTR1 (sales-output)
- Reconcile the GSTR2
- Co-ordinates to the client if Credit not reflected in our a/c.

P.T

- Handling Profession Tax (PT) up to Return filling
- Monthly payment & maintain record.

Previous Experience

- 3) **G.J.BULK CARRIERS PVT.LTD. (Transport Co.)**
(Turbhe, Navi Mumbai) Since (23/05/2005 TO 22/09/2011)

About G.J.BULK CARRIERS:

Transporting Anhydrous ammonia, liquid ammonia, M.M.A & D.M.A Gases into bulk quantity products services in tankers.

Designation : ACCOUNTANT

Job Profile:

- Maintaining Records of all Branches in tally.
- Preparing monthly Billing (in company software)
- Perform general accounting tasks like- checking general ledger system, journal entries, Purchase, sales entries etc.
- Prepare Bank reconciliations,
- Issuing cheques to the party.
- Handling TDS Matters – payment, return filling, form 16 issue
- Handling upto finalization of A/C.
- Maintaining Account Books (in Tally 9 ERP).

PERSONAL DETAILS

Address : Shree Kunj C.H.S, Plot no. 42/A, R-1, Sector -12, Khargahar, Navi Mumbai.
Date of Birth : 17th Nov 1984
Nationality : Indian
Language : English, Hindi, Marathi
Status : Married

Thanking You,

VISHAL P. JADHAV