**Ajit Anant Bhilare**

**Mob-9869201745**

**Email – bhilareajit@gmail.com**

**Address - Flat No. 603, KVK Arum, Plot No.166, Sec. 4, Karanjade, Panvel - 410206.**

**Date of Birth : 15th December, 1982.**

**Marital Status : Married**

**Languages : English, Marathi and Hindi.**

**Professional Experience**

**Urmi chemicals –** Importer, Dealer, Stockist of Chemicals and Solvents.

**senior accountant**

June 2021 to present day

* **GST working & returns filing**
* **TDS working & return filing, Form 16A issuance**
* **finalisation of accounts**
* **monthly Financials to bank for CC/OD/wcdl limits**

**Meridian Enterprises Pvt. Ltd**.- Mfg and Marketing of Pharmaceuticals formulation and drugs.

**SENIOr Accountant**

Jan 2013 to March 2021

**Accounts and finance, Audit and Taxation**

* MIS monthly reporting, COGS, Break Even Point analysis, Fund flow statement
* Assisting Senior in Finalisation of Accounts
* Advance Tax working, payment
* Employee Salary Taxation, TDS payment, Form 16 issuance
* TDS (Other than Salary) working and payment, return filing, Form 16A issuance
* Stock and debtors declaration for Bank CC limit approval
* GST monthly working, online return filing
* Preparation of data for Statutory Audit, Income Tax Audit, MVAT Audit
* RM/PM/FG/Fixed Assets purchase invoices verification and booking in ERP, raising DN to suppliers if any.
* Preparation of data for Income Tax, MVAT Assessments
* Daily Bank reconciliation, deposits tracking
* Exports eBRC documentation.
* Tracking of Invoices against vendor advances
* Foreign outward payment documentation
* Co-ordination with Senior and other staff for ERP related work
* Cash box handling

**Apex Techno Plast Pvt. Ltd. AND group companies** – Mfg of Plastics Injection Moulded Stationery articles for Camlin Ltd

**Accountant**

Aug-2008 to Jan-2013

**Accounting and Taxation**

* MVAT and MCST Tax working, payment and online return filing
* Online application for C, H forms
* MVAT Audit Report detailed working, purchase reconciliation, sales reconciliation
* Follow-up for C-Form receivable from Debtors
* TDS monthly working, payment and online e-TDS return filing, Form 16 and 16A issuance
* Service Tax on GTA monthly working, payment and return filing
* MIS report as & when required by Management
* Preparation of Bank Stock statement for CC limits availed from bank
* Data preparation as and when required by Statutory Authorities

**Meridian Enterprises Pvt Ltd** – Mfg and mktg. of Pharmaceutical formulations drugs

**Accountant**

Nov-2006 to Aug-2008

**Accounting and Taxation**

* Expense bill verification, booking and payment
* Factory’s expense bill verification, booking and payment
* Manual writing of cheques and vouchers
* Bank payment and receipt booking, bank reconciliation
* Office staff and Medical Rep’s Salary preparation, verification of Med’ Rep’s Exps statements and preparation of statement of Adv. taken by employee, salary disbursement
* Factory staff and worker’s salary verification before disbursement
* PF, Prof Tax, ESIC and MLWF verification and payment
* TDS monthly working, payment and online e-TDS return filing
* Maintaining physical petty cash for Office, it’s verification and booking
* Factory’s petty cash expense verification and booking
* Track for Consignment Sales Agent’s statement, verification and booking and commission disbursement

**Emco Precima Engineering Pvt Ltd & group companies**- Mfg and mktg of Industrial Hoist, Breaks and soft-starters.

**Accounts Executive**

Jan-2004 to Nov-2006

* Sales Invoice, Purchase and Expense Invoices verification and booking
* Supplier’s payment
* PF, ESIC, Prof Tax, MLWF, MVAT and CST payment
* TDS working, payment and e-TDS return
* Bank receipt and payment booking, bank reconciliation
* Manual writing of cheques and vouchers, filling deposit slip book
* Preparation of Bills receivable statement as and when required by Management
* C-Form receivable from Debtors follow-up

**Educational qualification**

* M.Com – Passed in year 2021
* B.Com – Passed in year 2003
* HSC – Passed in year 2000
* SSC – Passed in year 1998

**Computer literacy**

* Government recognized Certificate course in Information Technology (i.e MS-Office,Foxpro,DOS,Internet,Tally,HTML,Computer Fundamentals)
* Currently worked in latest versions of MS-Office, Tally, worked in Microsoft Navision 2009 ERP software, Vetan payroll, TDS Taxpro, Winman TDS, Spine Payroll.

Place : Panvel

Date :

Sd/-

Ajit A. Bhilare