

Curriculum Vitae



AMIT NAMDEV FARAD

*At-Chindhran, Post: Devichapada, Taluka: Panvel,
District: Raigad, Maharashtra-410208*

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➤ Career Objective

To secure a challenging and growth-oriented role in a reputable organization where I can apply my accounting knowledge, develop new skills, and contribute to organizational success while progressing professionally.

➤ Educational Qualifications

Qualification	Board/University	Year	Division
B.Com	Mumbai University	2011–2012	Second
H.S.C	Maharashtra Board	2007–2008	Second
S.S.C	Maharashtra Board	2005–2006	Second

➤ Additional Qualifications & Skills

- MS-CIT Certificate (MS Word, Excel, PowerPoint, Internet)
 - Proficient in **Tally ERP 9.0**
 - Basic knowledge of **SAP** and **Epicor**
 - Strong understanding of accounting principles and documentation
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➤ **Professional Experience**

❖ **Accountant**

MKSD Industries Pvt Ltd, Taloja

March 2025 – Present

- Maintains Daily Cash & Bank Books, Party Ledgers, Stock Registers
- Prepares Sales & Job Work Invoices in Tally ERP
- Verifies Purchase Bills and matches Vendor Invoices with POs
- Handles vendor payments via RTGS/NEFT
- Prepares monthly statements for Creditors & Debtors
- Upload GSTR-1 and work on GSTR-3B filings on the GST portal
- Generate E-Way Bills in compliance with GST regulations

❖ **Accountant**

Sindhu Organics Pvt Ltd, Taloja

January 2025 – February 2025

- Maintain daily Cash & Bank Books, Party Ledgers, and Stock Registers
- Prepare Sales and Job Work Invoices using Tally ERP
- Verify Purchase Bills and match Vendor Invoices with Purchase Orders
- Generate Purchase Orders and maintain procurement records
- Handle vendor payments through RTGS/NEFT
- Prepare monthly statements for Creditors and Debtors
- Upload GSTR-1 and file GSTR-3B returns on the GST portal
- Maintain employee attendance sheets and salary registers
- Submit quarterly Bank Stock Statements to the bank
- Generate E-Way Bills in compliance with GST regulations

❖ **Accounts Executive**

CR3 India Pvt Ltd (RIL Project), Rasayani

June 2024 – December 2024

- Check and pass vendor bills with department-wise verification, maintaining project-wise data on GRN status, booking status and payment releases.
- Process vendor invoices and generate Goods Receipt Notes (GRNs) in the Epicor System; coordinate with Head Office for booking and payment release.
- Conduct weekly follow-ups on vendor payments.

❖ **Accountant**

M/s. Joy Polymers, Taloja MIDC

April 2015 – May 2024

- Maintain daily Cash & Bank Books, Party Ledgers, and Stock Registers
- Prepare Sales and Job Work Invoices using Tally ERP
- Verify Purchase Bills and match Vendor Invoices with Purchase Orders
- Generate Purchase Orders and maintain procurement records
- Handle vendor payments through RTGS/NEFT
- Prepare monthly statements for Creditors and Debtors
- Upload GSTR-1 and file GSTR-3B returns on the GST portal
- Perform quarterly TDS working and ensure timely compliance
- Maintain employee attendance sheets and salary registers
- Submit quarterly Bank Stock Statements to the bank
- Generate E-Way Bills in compliance with GST regulations

❖ **Stores Assistant**

United Breweries (Bombay Breweries), Taloja

January 2014 – March 2015

- Generate Material receipt GRN in SAP
- Managed receipt and issuance of materials
- Maintained Stock Register and conducted stock verification
- Classified materials accurately to ensure efficient inventory management

➤ **Personal Information**

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|--------------------------|---------------------------|
| • Father's Name | : Namdev Bandu Farad |
| • Date of Birth | : 29th October 1990 |
| • Marital Status | : Married |
| • Nationality | : Indian |
| • Religion | : Hindu |
| • Languages Known | : Marathi, Hindi, English |
| • Hobbies | : Cricket, Music, Drawing |

✓ **Declaration**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature:

(Amit Namdev Farad)