**-: CURRICULUM VITAE : -**

**TEJAS RAMCHANDRA KADU**

ROOM NO. 503, SHREE GANESH CO-OP HSG SOC LTD

BLDG NO-7A, LALLUBHAI COMPOUND, TATA NAGAR

MANKHURD WEST (MUMBAI) 400043

MOB: NO.-**8928759959**/**8652179067**

**PAN:** CVCPK2502A

**E-Mail:** -tejas.kadu1991@gmail.com

***CAREER OBJECTIVE***

* To be associated with an organization which is progressing dynamically & gives me an opportunity, where I can utilize my knowledge & skill, which in turn will help towards the growth of organization.

***WORK EXPERIENCE:***

**Company :-M/s Dekor Exclusive Granites Pvt Ltd**

A**ddress : - Office No-208,2nd Floor,Ramgopal Industrial Estate,Mulund-400080**

**Position : -** Accounts Manager

**Duration : -** Jan-2019 To till date

* Filling of GST Returns
* Filling of TDS Returns
* Preparation of cash Flow
* Preparation of Working of advance tax
* working of requirement of tax audit report
* Statutory compliance for PF,ESIC
* Tax computation of Employees
* Preparation of MIS Statement
* Handling Income tax Scrutiny
* Preparation of MIS Report
* Preparation of cash Flow
* Preparation of Balance Sheet and Profit and Loss A/c. Preparation of various details and statements. Finalization of Accounts

**Company:-M/s Webtech Industries**

A**ddress :-**A-70,Mhape MIDC ,Ghansoli-400070

**Position :-**Senior Accountant

**Duration :-**Dec-2017 to Jan-2019

* Making Bank / Cash entries.
* Journal Entries.
* Making Entries of Sales & Purchase & Expenses
* TDS Certificates (Form 16A) from Tin-NSDL.
* Filing of Quarterly E-Tds.& Payment of TDS
* Preparation of Tax Audit Requirement
* Reconciliation of Income & TDS with form (26AS)
* Making of Bank Reconciliation Statement
* Filling of GST Returns
* Preparation of cash Flow
* Statutory compliance for PF,ESIC
* Tax computation of Employees
* Preparation of MIS Statement
* Preparation of Export Obligation Document
* Preparation Export and Import Document
* Preparation of Balance Sheet and Profit and Loss A/c. Preparation of various details and statements. Finalization of Accounts.
* Reconciliation of Ledger A/c of Debtors & Creditor
* Handling Income tax Scrutiny

**Company:-**M/s Casa Décor & Bombay Painting

A**ddress :-**Room No-7, Bldg No.8, Khira Nagar, Santacruz (w) Mumbai-54

**Position :-**Senior Accountant

**Duration :-** Feb -2016 Till Dec-17

* Making Bank / Cash entries.
* Journal Entries.
* Making Entries of Sales & Purchase & Expenses
* TDS Certificates (Form 16A) from Tin-NSDL.
* Filing of Quarterly E-Tds.& Payment of TDS
* C Form Application.
* Sales Tax Vat Returns.
* Vat Audit Requirements
* Tax Audit Requirement
* Reconciliation of Income & TDS with form (26AS)
* Making of Bank Reconciliation Statement
* Filling of service tax return& Reverse Charge Mechanism
* GST Returns & Provision
* Preparation of cash Flow & Fund Flow
* Statutory compliance for PF,ESIC
* Tax computation of Employees
* Handling Income tax Scrutiny & sales tax scrutiny
* Preparation of Balance Sheet and Profit and Loss A/c. Preparation of various details and statements. Finalization of Accounts.

**Company : -**M/s. Kamlesh M. Parekh & Co. (Chartered Accountant)

**Address : -**14, Vadgadi, Masjid Bunder, Mumbai, Maharashtra

**Position : -**Accountant

**Duration : -**May 2011 toJan-2016

**Experience :-**

* Filing of Income Tax Returns of Individual,HUF,Partnership Firm,Company
* Making Bank / Cash entries.
* Journal Entries.
* TDS Certificates (Form 16A) from Tin-NSDL.
* Filing of Quarterly E-Tds.& Payment of TDS
* C Form Application.
* Sales Tax Vat Returns.
* Vat Audit Requirements (Form 704)
* Tax Audit Requirement (Form 3CA,3CB,3CD)
* Income Tax Returns
* View Tax Credit (26AS)
* Filling of service tax return& Reverse Charge Mechanism
* Filling of ROC return in foreign currency
* GST Returns & Provision
* Preparation of cash Flow & Fund Flow
* Statutory compliance for PF,ESIC,Labour
* Tax computation of Employees
* Preparation of MIS Statement
* Preparation of Balance Sheet and Profit and Loss A/c. Preparation of various details and statements. Finalization of Accounts.
* Auditing

***STRENGTH: -***

* Good moral nature.
* Positive framework of mind with total commitment to work.
* Quality to lead a team and get the work done.
* Sharp analytical skills supported with good grasping power.
* Honesty towards work and responsibilities.

***TECHNICAL SKILLS / SOFTWARES***

* **Packages** :- Accounting Packages Tally 7.2 & ERP 9
* **Application** :- MS-Office (Ms Word, **Advanced Excel**& PowerPoint)
* **Others** : - Internet, E-mails etc.
* **Operating Systems** :- MS-DOS, Window2007,Windows XP

***LANGUAGES KNOWN: -***

* Marathi, Hindi & English

***EDUCATIONAL QUALIFICATION***

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| **Degree** | **University / Board** | **Institute** | **Year of passing** | **%** |
| S.S.C. | Maharashtra Board | New Sion School | 2006-07 | 59 |
| H.S.C. | Mumbai University | Dr.Ambedkar College | 2008-09 | 52 |
| B. Com | Mumbai University | Dr.Ambedkar College | 2011-12 | 70 |
| IPCC appeared | ICAI | Institute of Chartered Accountant of India |  |  |

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***PERSONAL DETAILS: -***

* Date of Birth :-30thJuly 1991
* Language Known :-Hindi, Marathi, English,
* Hobbies :- Photography, Swimming, Playing Chess& Cricket
* Religion : - Hindu

***Current Salary : 600000/- p.a***

***Notice period : 30 Days***

***Yours faithfully.***,

 (Tejas R Kadu.)