# RESUME

**SANJAY BANARASI VISHWAKARMA**

**Address:** Flat no. 23, k -15, **Mob. No.** : 9029189075

New Girnar co- op housing society,

Opp. Don basco School, Naigaon (E)

Mumbai: 401208 **Email ID** :sanjayvishwakarma.22@gmail.com

**Career Objective**

Seeking to take up a crucial role and actively participating in company’s desired objectives in a global, challenging and exciting environment, would like to be a part of an Organization with excellent credentials.

# Personal Profile

* A well organised, hardworking, self-motivated and responsible individual enjoys meeting new challenges and seeing them through to completion.
* An individual who adapts well to a new situation and willing to work consistently as team Member.

**Work Experience**

**Navkar Estate & Homes Pvt Ltd (15th June 2017 to as on)**

1. Maintaining records of purchase & sales.
2. Passing journal entries
3. Accessing mails.
4. Preparing cheque, & records of that.
5. Bank reconciliation.
6. Prepare GST Working, Make Payment & Return file, Gstr-3B & Gstr-1
7. TDS working, Make Payment & Return file.
8. Petty Cash Handly.

**Mahalaxmi Homemakers Pvt Ltd (April 2015 to 10th June 2017)**

1. Maintaining records of purchase & sales.
2. Passing journal entries
3. Accessing mails.
4. Preparing cheque, & records of that.
5. Bank reconciliation.
6. Vat, sales tax.
7. Service tax.
8. TDS & Professional Tax.

**Kiran Sales Corporation (April 2011 to Dec 2014)**

1. preparing invoice bill.
2. maintaining records of purchase & sales.
3. Passing journal entries
4. Accessing mails.
5. Preparing cheque, & records of that.
6. Bank reconciliation.
7. Vat, sales tax.
8. ‘C’ Form follow up

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Exam** | **Year** | **Institution/Board** |
| 1 | B.com | July-2011 | Bhavans college |
| 2 | H.S.C | Feb-2008 | Siddharth College |
| 3 | S.S.C | March-2003 | Marwadi commercial High School |

**Interests**

* Playing Cricket.

**Computer Skills**

* Basic Knowledge of MS-Office.
* Tally Erp 9
* Ms- excel.

**Personal Details**

Date of birth : 22nd Jaunary 1987

Marital status : Married.

Languages known : English, Hindi and Marathi.

Gender : Male

Nationality : India

**I hereby declare the details furnished above are true to the best of my knowledge.**

Date:

(vishwakarma sanjay)