

KAUSHIK POKARNE

Kaushik_pp@rediffmail.com

Experience

Senior Accounts Executive

Zim Integrated Shipping Services (India) Pvt Ltd

Reporting to: - Manager - Accounts. Routine Accounts: - Checking daily cash & bank expenses vouchers. - Accounts Receivable (All over India) preparing aging statement, co-ordination with Branches for recovery and updating receivable entries. - Verification of Import & Export refund claim. - Port Clearance certificate from Income Tax Department. - Verification of Brokerage Invoices from various vendors. Finalisation Accounts: - Ledger Scrutiny and preparing details as required for Audit Purpose. - Checking and reconciling of Revenue and Expenses ledger. - Passing necessary Journal Entries. - Preparing statement of contingent liabilities. Tax Audit: - Preparing Tax Audit details for Head-office. - Depreciation working as per Income Tax Act. TDS Compliances: - Deduction of TDS and ensuring timely deposit in Bank. - Preparing TDS details for filing quarterly TDS returns and filing the same before due date. - Download the TDS certificate from TRACES and issuing the same to the parties. GST Compliances: - Preparing details required for filing GSTR3B monthly return. - Preparing details required for filing GSTR1 return. - Co-ordination with Consultant for filing timely returns. Income Tax Assessment: - Preparing details / statements required for scrutiny assessment.

Jan 2009 - Jan 2010

Pay Roll

Computation Income Tax for Staff Members Awards- My work was recognised by Management with a Best Team Award for F.Y.2009-10. PREVIOUS EMPLOYER:-

Sr. Accountant

Heranba Industries Limited

Apr 2004 - Jan 2008

Reporting to: - 1) General Manager - Finance. 2) Manager - Accounts. Period of Employment: April 2004 to January, 2008 Routine Accounts:- Checking daily cash & bank expenses vouchers (including branches), Sales & Purchase Invoices (All Branches). Checking monthly Bank and Branch reconciliation. Matters related to Letter of Credits - Local & Import. - Collect data from purchase department - Preparing & verification of L.C. application to be submitted to Bank and follow up of payments on due dates. - Preparing documents related to Debtors L.C. and submitting to Bank / Local agents and follow up for payments. Independently handling General Insurance Matters. Export related matters: - Preparing daily Debtors Statement for Export Division and follow up of receipt as per schedule. - ECGC Matter. MIS Reporting: - Preparing Debtors statement (age-wise) analysis for all branches / units and consolidating at HO. - Collecting data for inventory from all branches / units and consolidating at HO. - Preparing Net Realisation Statement. Preparing details related to projects: - Co-ordinating between Accounts & Finance Department for collecting data for Project Report. - Preparing various details related to project as per Banks requirements. - Attending meetings with Bank Managers along with my Seniors for approval of project and sanction of loan. - Preparing monthly details to be submitted to Bank (i.e. CMA Data) Independently attending Stock Audit Finalising Accounts: - Ledger Scrutiny and preparing details for Assets & Liabilities as required for audit purpose. - Checking Revenue & Expenses details. - Depreciation working & updating fixed assets register. - Maintaining Investment Register & reconciling with D-mat statement. - Obtaining balance confirmation certificate from Bank, Debtors & Creditors. - Passing required journal entries. - Preparing statement for contingent liability. Tax Audit: - Preparing tax audit details for Head-Office. TDS Compliances: - Supervising deduction o...

Sr. Account Assistant

Apr 1998 - Mar 2004

M/s. Ashok Organic Industries Limited

Data Entry, Bank & Branch Reconciliation, Finalising Accounts, Statutory Compliance, TDS deduction & filing returns, Payroll including staff income tax computation, Sales Tax Assessment, Income Tax Assessment, Tax Audit details, liaising with auditors (Statutory & Internal). 3)

Accounts Assistant

Jul 1995 - Mar 1998

M/s. Neo Overseas Pvt Ltd

- Data Entry, Bank Reconciliation, Finalisation of Account, Sales Tax Assessment. 4)

Accounts Clerk

Jun 1993 - Jun 1995

M/s. Golbe Impex

Data Entry, Bank Reconciliation, Trial Balance.

Skills & Specialization

Accounts Receivable, Reconciliation, Invoices, Credit, Tds, Tax Audit, Filing, Data Entry, Cash Flow, Audit

Education

Mumbai University

Jun 1993

Commerce

Mumbai, IN