**CURRICULUM VITAE**

**Arvind M. Makde**

**Plot No. 715, Galli No. 12 A,**

**Nanadanwan (Zo.) KDK College Road,**

**Nagpur - 440009.**

**Mob. No 9823212565.**

**Email ID ­**[**arvind.makde@yahoo.in**](mailto:arvind.makde@yahoo.in)

**CAREER OBJECTIVE:**

An Accountant position that help in utilizing my professional experience and capability to communicate with managers and administrative heads.

**WORK EXPERIENCE:**

* Organization Vineengineer Enterprises & Vineengineer Projects Pvt. Ltd.
* Designation Accountant cum Commercial Officer.
* Duration 2004 till now.

**Duties & Responsibility**

1. Making daily cash book.
2. Preparing weekly Receipt & Payment A/C statement.
3. Preparing payment vouchers and making payment to the parties.
4. Withdrawing & depositing cash in the bank
5. Recording duties & OT of all employees, filling data in excel sheet & calculating their OT and preparing payment sheet with EPF/ESIC/PT calculation.
6. Recording Casual Labour's duties & OT and preparing payment sheet and doing payment to them.
7. Maintained Excise & service tax record on sale, purchase input & out put details and Uploading online electronic return of Excise / Service tax.
8. Maintained sale tax record in xls. Sheet for return
9. Uploading electronic Profession tax return monthly

11. Making Excise/Services/Sales Invoice & related paper.

12. Making daily cash book, depositing cheques & cash into bank and withdrawing cash from bank

13. We are doing Service tax Audit for company from 2004 to 2010.

14. Preparing & Submitting of PSI claim under DIC

15. All govt. related subsidy scheme learn and prepared

16. GST Return Working / Way Bill Generation

**EDUCATION QUALIFICATION:**

S.S.S. from Jyotiba High School, Nandanwan. Nagpur with 56%.

H.S.S.C. from Vidharbha Buniyadi Junior College, Nagpur with 58%, from Nagpur University.

B.A. from Sri Satya Sai University of Technology & Medical Science, Sehore Bhopal with 67.90.

**COMPUTER KNOLEDGE :**

1. Work in MS word and excel.
2. Data entry in Tally.
3. Daily Checking E-mails and correspondence.

**PERSONAL INFORMATION:**

**Name : Arvind Murari Makde.**

**Date of Birth : 16th May 1985.**

**Caste : Kunbi (OBC)**

**Marital Statues : Married**

**Language Known : English, Hindi & Marathi.**

I hereby inform that the information in this document is accurate and true of best of my knowledge and belief.

Date:

Place: Nagpur Arvind Makde