**CURRICULUM-VITAE**

**NAVIN NARAYANRAO BHONGADE**  **E-mail :- navinbhongade@gmail.com**

*Plot No.918 ,Prem Nager Zenda Chowk*  **bhongaden@yahoo.in**

*Naya Pura, Itwari,* Mob no :- **9595023474**

*Nagpur-02*

### **OBJECTIVE:-**

* Dreaming to build a career in leading corporate sector environment, which will help me to explore my personal qualities and to realize my potential and to work in a challenging environment.

**EXPERIENCE:-**

* **Currently working in Merino Industries Limited as a Account Officer ( Vidarbha & Chhattisgarh Region) At Nagpur Branch From 8th February 2019 to till date.**
* **5 Year & 4 Months Experience in Ceasefire Industries Pvt Limited As A Assistant Accounts Officer (Vidarbha Region) At Nagpur Branch From 16th Sept 2013 To 31st January 2019**
* **3 Year Experience in Adonis Electronics Pvt. (ONIDA) Ltd. As A Branch Accountant(Vidarbha Region) At Nagpur From 22nd oct 2010 To 10th August 2013**

**JOB PROFILE IN MERINO INDUSTRIES LTD**

* Bank Reconciliation
* Cash Reconciliation
* Debtors Reconciliation
* Creditors Reconciliation
* Stock Reconciliation
* Prepare monthly provision statement
* Prepare Monthly OS Statement
* Prepare Monthly MIS Report
* GST Calculation
* TDS Calculation
* Customer Purchase Order Booking.
* Make the billing of all types of Products Of Merino Laminates.
* Arrange Material from Factory through booking Purchase order.
* Stock Receipt taken in LN software.
* Sales Return Entry.
* Provide Debit & Credit note to the customer.
* All expenses booking related to Material dispatch and receipt.
* E-Way Bill as per GST Act.

**JOB PROFILE IN CEASEFIRE INDUSTRIES PVT LTD**

* Bank Reconciliation
* Cash Reconciliation
* Debtors Reconciliation
* Creditors Reconciliation
* Stock Reconciliation (Fresh Stock, Defective Stock Empty Stock, Trading Items)
* Maintain day to day Petty cash record.
* Expenses Booking.
* Purchase Order Booking
* Prepare invoice & booking
* Making All Types of Challan. (Delivery, Replacement, Complimentary)
* Prepare monthly provision statement
* Verifying & entering Vendor bill in Epicor Software (FA Software)
* Prepare Monthly OS Statement
* Prepare Monthly MIS Report
* GST Calculation
* TDS Calculation
* All Admin Work.

**Work Experience:**

* Reviewed findings with store operators and find out solution to improve store standards.
* Helped to reduce shortage issues.
* Responsible for Inventory Reconciliation.
* Possess excellent **communication skills, interpersonal skills, quick learning ability, ethics and strong values**.
* **Physical Inventory taking** and calculation of moving –non moving provision.
* Preparation of Fixed assets Register.
* Documentation and compliance relating to dispatch and Commercial Billing.
* Regularly checking data, maintaining and scrutinizing statutory books.
* Reporting of **debtor, creditor ageing** to management,
* Checking and verifying **Work order and Purchase order** with comparative submitted by concern department.
* Preparing **financial and BRS reports and Statutory Compliance - MIS** for the management.
* Liaisoning with **Letter of credit** Discounting and **Bank Guarantees.**
* Complying documentation with bank for **letter of credit** and **Bank Guarantees.**
* **Cash flow Projections** with inflow and outflow of fund.
* E-Way Bill as per GST Act.
* **Filing TDS and TCS returns** and generating Form 16 and 16A, clearing Defaults Notices and generating Justification Reports and Conso. Files from traces.
* Supervising calculation of TDS on Salary.

### **Education Qualification**

1. **MCM-II** **(Post Graduation)** with first grade from **RTM Nagpur University** in 2010.
2. **B.COM** in second grade from **RTM Nagpur University** in 2006.
3. **H.S.C**. (English Commerce) in First grade from **Nagpur Board** in 2003.
4. **S.S.C**. in second grade from **Nagpur Board** in 2000

### **Professional Qualification**

1. Diploma in **Microsoft Office** from Central Technical Education, Mumbai.
2. Diploma in **Tally 4.5, 9 ERP** from Central Technical Education, Mumbai.
3. Diploma in DTP (Desktop Publication) from Central Technical Education, Mumbai.

## **PERSONAL DETAILS**:-

* Name : **Navin Narayanrao Bhongade**
* Date of Birth : 22nd March 1986
* Father’s Name : Shri.Narayanrao L. Bhongade
* Nationality : Indian.
* Gender : Male.
* Marital Status : Married.
* Language Known : English, Hindi, Marathi.
* Hobbies : Making New Friend.

Declaration:

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

PLACE: NAGPUR

* DATE: /0 /20 (**Navin N. Bhongade**)