# RESUME

**CHETAN J. GHORMADE**

**Accountant**

A/Post Benoda (Sh.) Tq.- Warud, Dist.- Amravati.

+919503962310

chetanghop@gmail.com

## WORK EXPERIENCE

3.5 years

## AGE

25

## Career Objectives

2 years and 6 months of experience as a part time in Financial Accounting, Planning & Reporting in Trading industry. To find suitable position in the organization and strive to achieve more professional responsibilities.



#  Education

**Masters, Commerce (M.Com.)** Bhartiya Mahavidyalaya Morshi Sant Gadge Baba University Amravati, Maharashtra

**Bachelor, Commerce (B.Com.)** Bhartiya Mahavidyalaya Morshi Sant Gadge Baba University Amravati, Maharashtra

## 10+2

S.S. Vidyalaya MSBSHSE Board Amravati, Maharashtra

Post Graduated, Dec.-2019 Grade- 62.44%

Division 1

Graduated, Jun-2016 Grade- 61.39%

Division 1

12th, Feb-2013 Grade-71.67% Division 1



#  Work Experience

April 2018 – Current

## Accountant

Ekvira School of Brilliants Morshi, Amravati,Maharashtra.

* Proficiency in manual and computerized bookkeeping systems.
* All cash handling work, cash book maintenance and final data work with prepare management accounts.
* Complied book keeping records and generated financial statements; conducted all general accounting such as accounts payables and receivables.
* Prepare monthly bank reconciliation for daily operating bank account.
* Salary making.
* Maintaining various registers like Cashbook, Bankbook, Petty Cashbook, Journal register etc.
* Preparation of Cheques & Payments Vouchers.
* Calculation, Deduction of TDS and TDS payable statements.
* Preparing of, TDS challan and deposited and prepare Return details.
* Performed process analysis and communicated recommendations to management
* RTGS/NEFT payments.

Apr. 2017 – Sep. 2017

## Assistant Accountant

Sagar Rathi & Co.(C.A.) Morshi, Amravati, Maharashtra

* Analyzed, examined and interpreted account records, compiled financial information, and reconciled reports and financialdata.
* Process journal entries and perform accounting corrections to ensure accurate records.
* Help prepare financial statements and bank reconciliations.
* Prepare Records Journal Entries, including surplus, depreciation expenses, purchased & sales records.
* Prepare data ready to GST returs.
* Ledger Scrutiny.

Apr. 2015 – March 2016

**Assistant Accountant** Vaibhav S. Tidke (C.A.) Amravati, Maharashtra

* Maintenance of books of accounts of the clients.
* P&L & Balance sheet of client with audit report.
* Working Capital statements for the clients.
* Mails receiving and sending.

# Computer

 **Proficiency**

* Comfortable knowledge of MS Excel.
* MS Word
* MS Power Point
* Tally.Erp9 and familiar with all type of needy skills.
* Typing English 30 wpm & 40 wpm, Marathi 30 wpm.



# Languages

* Hindi
* English
* Marathi



# Personal Details

Father’s Name: Mr. Jaydeo B. Ghormade Marital Status : Single

Birthday: July 20, 1995

Gender: Male

Nationality : Indian

# Declaration

I, Chetan Ghormade, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date: 04 Jan.,2020 Chetan J.Ghormade