

RESUME

Mr. VASANT RAGHUNATH MANE

1401, Guruprasad Apartment, Kasba Peth

Pune – 411 011

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OBJECTIVES :

Endeavor to gain more knowledge at each moment of my work, to create an image in the market and put in all possible efforts to boost up the company performance.

EDUCATION QUALIFICATION :

1. **B.COM** with 1st Class in 1998 from Pune University
2. Diploma in Taxation from Pune University

TECHNICAL SKILL :

1. TOOLS : MS OFFICE 2000, Tally
2. OPERATING SYSTEMS : Windows NT/98, Win Xp

PROFESSIONAL EXPERIENCE :

Working with Maratha Samrat Hotel since Nov. 2017 as Accountant and Cashier

1. Maintaining Account book
2. Handle Cash counter
3. Other office administration work

Worked with Servendra & Co. till April 2013 as Accountant.

Major responsibilities are.

1. Maintaining basic accounts, Sales, Purchase book keeping.
2. Bank reconciliation statement data collection
3. Ledger entries, journal entries
4. Invoice entries and cross checking
5. Helped in preparing tax returns
6. Filing and documentation

Worked with Pansambal Consultant for 11 Years as Accountant.

Major responsibilities are.

1. Maintaining basic accounts, Sales, Purchase book keeping.
2. Bank reconciliation statement data collection
3. Ledger entries, journal entries
4. Helped in preparing tax returns
5. Filing and documentation

PERSONAL DETAILS :

Name : Vasant Raghunath Mane
Birth Date : 22nd March 1977
Marital Status : Married
Languages : English, Hindi, Marathi

Thanks!

Vasant Mane