CURRICULUM VITAE

MR. SHAILESH P. SHINDE

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CAREER OBJECTIVE

My career objective is to grow with the organization and be a top-notch professional by applying my skills and knowledge for the best of the organization.

**COMPUTER SKILLS**

Ms-Word, Ms- Excel, Tally 7.2 & Tally ERP 9, V Udyog ERP Software, SAP System

**WORK EXPERIENCE ( Total Experience 16 Years )**

1. Working with M/s. AQASION WATERTECH PVT. LTD.as A Senior Accountant from Last 3.5 Years.

( From 21.09.2017 To till date )

JOB PROFILE

1. Accounts in tally ERP 9
2. Assist to C.A. for Companies Audit
3. Vouchering, Verification, Bank Reconciliation Statement Queries, Preparing & Checking Balance sheet,
4. Maintaining Salary Register
5. E-filling GST Returns ( GSTR3B / GSTR1 / 2A Reconciliation )
6. Attending GST Audit
7. Maintaining Sales Register , Purchase Register, Direct/Indirect Expenses, Bank & Cash Books
8. Maintaining Banking Work (e.g. NEFT/RTGS, Online Payment)
9. Using Payroll in Tally ERP 9 for Employee’s Salary
10. Maintaining Inventory
11. Data Entry of all Invoices & Expenses
12. Maintaining Books of Accounts up to finalization of the profit & Loss & Balance Sheet.
13. Maintaining Purchase Orders, Sales Orders & Quotation.
14. Prepare LC, BG & TT payment documents
15. Prepare Import & Export documents.

2. Worked with M/s. OM Enterprises*,* as an Admin Manager, Accounts Manager & Store Manager from Last 13 Years.

( From 01.06.2004 To 31.08.2017 )

JOB PROFILE

1. Accounts in tally ERP 9, 7.2 & Excel
2. Assist to C.A. for Companies Audit

Vouchering, Verification, Bank Reconciliation Statement Queries, Preparing & Checking Balance sheet,

1. Maintaining Salary Register & P.F., ESIC, PT, Etc.
2. Generated ETDS, Service Tax, Sales Tax , Excise, PF & ESIC, PT & Income Tax Challans
3. E-filling Service Tax, Sales Tax, Excise, TDS, PF & ESIC Returns
4. Attending Excise, Sales Tax & Service Tax Audit
5. Maintaining Sales Register , Purchase Register & Bank & Cash Books
6. Using Payroll in Tally ERP 9 for Employee’s Salary
7. Maintaining Inventory
8. Data Entry of all Invoices & Expenses
9. Maintaining Books of Accounts up to finalization of the profit & Loss & Balance Sheet.
10. Maintaining Purchase Orders, Sales Orders & Quotation.
11. Maintaining Banking Work (e.g. NEFT/RTGS, Online Payment)
12. Prepare LC, BG & TT payment documents
13. Prepare Import documents.

**PERSONAL PROFILE**

Date of Birth : - 10th September 1984

Marital Status : - Married

Language Known : - English, Hindi & Marathi

ACADEMIC PROFILE

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| --- | --- | --- | --- |
| EXAM | BOARD/UNIVERSITY | YEAR OF PASSING | CLASS |
| H.S.C. | Maharashtra | March 2000 | Second |
| S.S.C. | Maharashtra | March 1998 | Second |

Note: I have practical knowledge & experience of work. I could not complete my graduation because of my family problems.

(Mr. Shailesh P. Shinde)