

PRAVIN P. HATANKAR**CONTACT DETAILS:**

Mobile: 8898394927 / 8422954927

Email ID: pravin.hatankar481@gmail.com
Pravin7202@live.com

Permanent Address:- 378/B-9, Saipooja Society , Bhagat singh Nagar No.02 , Rajaram Lane , Link Road , Goregaon (w) Mum-400104 Maharashtra.

Personal Data:

FATHER NAME : PANDURANG D. HATANKAR
DATE OF BIRTH : 26TH APRIL 1993
MARITAL STATUS: UNMARRIED
NATIONALITY : INDIAN
RELIGION : HINDU

Languages known:

English, Hindi, Marathi , Gujarati

Hobbies/Activities:

Web Surfing, Playing Cricket and Football, Reading Books ETC.

Objective:

To have a career that would be challenging, stimulating and satisfying by utilizing my natural abilities and attributes to develop my personality so as to become a competent Professional.

Software Exposure:

NAME OF THE COURSE	NAME OF THE INSTITUTE
MS-OFFICE (MS-WORD,EXCEL,POWERPOINT)	Suntech & Omsurya Computer & Typing Institute Goregaon (west)
INTERNET WORKING	
TALLY ERP 9	
DTP , PHOTOSHOP , COREL DRAW X3	

Educational Qualification

Sr. No.	Examination Passed	Month & Year of Passing	Name of Board	Class
1.	SSC	MARCH-08	MAHARASHTRA STATE BOARD	1st Class
2.	HSC	FEB-10	MAHARASHTRA STATE BOARD	2nd Class
3	B.COM	FEB-13	MUMBAI UNIVERSITY	2nd Class
4	M.COM	AUG-18	MUMBAI UNIVERSITY	PASSED
5	LLB	AUG-19	MUMBAI UNIVERSITY	APPEARING

Experience Profile

Worked in TOPSGRUP as a Taxation Executive for 2 years.(Mar-18 to Mar-20)
Worked in 3F Consultant Pvt. Ltd. As Account Executive for 3 years and 10 Months.
(Apr-14 to Feb-18)

My Work Profile in Brief**Work Profile-**

- 1) Daily Accounting Related Works.
- 2) Data entry In Tally ERP 9 & Tally 7.2 (Sales, Purchase, Receipt, Payment, Journal Entries, Bank Reconciliation.)
- 3) Follow up with clients regarding outstanding payment.
- 4) Quarterly TDS Return Filling, Monthly- Quarterly- Six monthly- yearly Vat Return Filling, Income Tax Return Filling.
- 5) Statutory Audit.
- 6) Vat Audit.
- 7) Maintained Day to day accounting Registered.
- 8) Preparing of monthly/Quarterly/Six Monthly summary.
- 9) Sales Tax Assessment work.
- 10) GST Return filling and Summary preparations.
- 11) Generation of E-way Bills in GST.
- 12) Making GST Payments.
- 13) Preparation of ITC input details.
- 14) GST Annual Returns.