**RESUME**

**MOHANANAND.V.KATTIMANI**

**12/F/503,Nandadeep Apartment, Sangharsh Nagar,**

**Chandivali Farm Road,Chandivali, Andheri (E),**

**Mumbai : 400 072.**

 **E-Mail ID : mohanand.kattimani@gmail.com**

 **Mobile No. : 8652552186**

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| **CAREER OBEJECTIVE** |

I wish to work in an organization that fully utilizes my potentials and stimulates and sustains continuous progress in my career, both with respect to knowledge and skills.

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| **ACADEMIC PROFILE** |

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| **Course** | **Name of the Institute/Board** | **Year Passing** | **Percentage** |
| S.S.C | Maharashtra State Board | 2008 | 64.00% |
| H.S.C | Maharashtra State Board | 2010 | 63.17% |
| TYB.Com | Mumbai University | 2013 | 70.79% |
| M.Com I | Mumbai University | 2014 | 50.00% |
| M.Com II | Mumbai University | 2015 | 47.00% |

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| **COMPUTER SKILLS** |

 Microsoft Office

 Tally ERP9

 Internet Knowledge

* + Advance Excel
	+ English Typing Speed 30 WPM
	+ Prepare data for TDS return
	+ Prepare Data for GST Returns GSTR-1 GSTR-3B and GSTR-2A Reconciliation. Tally Technical Issues, GST Purchase, Sales, Receipt, Payment, Journal Entries and Bank Reconciliation. Debtors and Creditors Outstanding Reports. Banking Transactions and all Accounting Transactions.

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* Worked with Specialty Restaurant Ltd as a Food & Beverage Control Assistant

From 1st Aug’2015 to 31st Mar’2017.

* Worked with Software At Work as Tally Support Executive from 17 July’17 to 20 Aug’2019.
* Worked with Sunways Bioscience LLP as Accounts Manager from 20th Feb’20 to 30th Sept’20.

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| **HOBBIES** |

 Playing Cricket

 Listening Music

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|  **PERSONEL PROFILE**  |

**Name** : Mohananand Kattimani

**Father’s Name**  : Viranna Kattimani

**Date of Birth**  : 27th July, 1990

**Gender**  : Male

**Marital Status**  : Married

**Nationality** : Indian

**Languages Known** : Hindi, English, Marathi & Kannada

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| **DECLARATION** |

I hereby assure that the above given details of me are true and corrected to my Believe and best of knowledge. If given an opportunity to work in your esteemed organization I assure that I will discharge my duties to the entire satisfaction of my superiors.

Date:

Place:

**SIGNATURE [Mohananand.V. Kattimani]**