# **: RESUME :**

**Name & Address :**

Jagannath Kalu Kasar

At. : Shevage Darana,

Post. : Nanegaon,

Tal. : Nashik, Dist.: Nashik.

M.:7875188144&88064 57898

E. Id : [jkkasar@rediffmail.com](mailto:jkkasar@rediffmail.com)&

[jagankasar@rediffmail.com](mailto:jagankasar@rediffmail.com)

**Objective:**

1. To utilized skill and knowledge that gained by me during my academic and smart workingExperience for the good purpose.

**Educational Qualification:**

1 B. Com. From Pune University – March 1990.

2. H. S. C. From Pune University – March 1987.

**Other Qualification**:

1) Completed MS Office Application

2) Successfully Completed Course Account Software

3) Microsoft Excel, Windows 2000 Course& Internet Operating

4) Accounting SKBSS Version, Tally 7.2 Version

6) Typing English 40 W.P.M.

**Working Experience:**

1) DEEP–KAMAL PRINTING PACKGING PVT. LTD. : -As an Account Assist.

(Manufacturing Corr. Boxes, From April – 1995 to July 1996)

2) VIJAY MACHINES - As an Account Officer

(Manufacturing Chocklet & Biscuits wrapping Machines, From

August 1996 to July 2000)

3) HOLDEN MEDICAL LABORATORIES PVT. LTD. As a Account Executive

(Manufacturing Tablets/Capsules/Suspension/Syrup. From August

2000 to 30thJuly 2011)

4) MOSDORFER INDIA PVT. LTD. – As anAccount cum Excise Executive

(Assembling Elect. Spacer Damper & Other Hardware Materials)

(From 25th August 2011 to30th Sept.2013)

5) HOLDEN MEDICAL LABORATORIES PVT. LTD. - AS Excise Executive

(Manufacturing Tablets/Capsules/Suspension/Syrup. From – 1st Oct. 2013 to Till Date)

**JOB PROFILES:Store Executive**

1) Day to Day Account working (purchase & Sales Bill Booking)

2) Maintain Daily Petty Cash.

3)Checking Purchase Bills with rate of P.O.& GRN & Booking.

4)To PrepareGST Tax Invoice Sales Bills & Booking.

5) Maintain Debit / Credit Notes.

6) Follow up Debtors outstanding.

7) To Prepare Monthly Salary and Wages Statement.

8) Prepare Quarterly Vat Returns Summary.

9) Form “C” and Form “H” apply by on line.

10) Prepare Debtors & Creditors monthly Statement.

11) Company Account up to finalization with the help of C. A.

13) Make Daily Report and Approximately MIS (Profit & Loss) Statement.

14) To Maintain Excise Registers – RG-23 A Part-II, RG-23 C Part-II, PLA & Service Tax Register.

15) To Prepare Excise Invoice D.C. ARE-1/2, Custom Invoice Packing List for Export Dispatch.

16) E Filing of Monthly Returns like ER-1, ER-6.

17) Apply for Rebate Claim & Submit Proof of Export Documents in Excise Dept.

18) Local Dispatch and fulfill Road Permit Transport L.R. etc.

19) Submission of Annexure-19 (POE) to Excise Dept.

20)RG-1 Register of Finished Goods.

21) To Prepare GST Invoice,D.C., Way Road Bill etc. for Domestic Sale.

22) Correspondence with Excise Authorities for all Excise Work.

**TAXES:**

1) Professional Tax.

2)GST (SGST/CGST/IGST) up load.

3) TDS Working (Job Works, Comm., Rental, Profess.& Technical Fees & Contractors etc.)

4) Provident Fund Calculations.

**GOVT. WORKS. :**

1)Complete Vat Tax Audit with & Assessment & Refund Claim Working.

2) Sales Tax Assessment.

3) Professional Tax Assessment.

4)Meeting and Discuss with Govt.Labour Officer , Factory Inspector Etc.

**PERSONNEL INFORMATION:**

A) Jagannath K. Kasar

B)Date of Birth: 03rd March 1967

C)Sex: Male

D) Marital Status: Married

E)Language Known: Marathi, Hindi and English

**Present CTC:** 2.5 P. A

**From,**

**Jagannath K. Kasar**

**At. Shevage Darana,**

**Post. : Nanegaon,**

**Tal. & Dist. : Nashik.**

**M. 7875188144/8806457898**

E. Id. : jkkasar@rediffmail.com

**To,**

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**Sub. : Application for the post of “Account cum Stores Executive”.**

**Dear Sir,**

I came to know through reliable sources that you have a vacancy for the post of **“Account cum stores Executive”** in your esteemed organization.

As I meet the required qualification I wish to offer my candidature for the same my details Resume is also attached with the application.

I assure that, if I selected, I will do my job very sincerely, I hope you will consider my application and give a chance to serve in your organization.

Thanking You,

**Yours Faithfylly,**

**(Kasar J. K.)**