RESUME



Namdev Gunaji Arde

Mobile no. :– 9768433044

*Mail-ID:* *namdevarde@gmail.com*

Present Address : Personal Details :

Ganesh Arcade , Flat No.607 ,Marital Status :- Married

Plot no.142, Sector-04, Karanjade, **Languages**  :-English,Hindi , Marathi

Navi Mumbai – 410209 . **Date of Birth** : 23/03/1985

**Career Objective**

To build a successful career in the field of Logistics & Accounts, by utilizing my analytical, problem solving, communication and Interpersonal skills and fast learning abilities.

**GREEN ENERGY STATION**

CURRENT WORKING EXPERIENCE (June 2019 to till date)

**Position : - Accounts Manager**

**Key Responsibilities: -**

* Preparing and analyzing accounting records, fiscal reports, and financial statements
* Computing taxes and tax returns (GST , TDS & PT)
* Reporting all the findings to the management
* Developing, maintaining as well as evaluating budgets and preparing reports based there on professional finalisation.
* Recordkeeping and maintenance of accounting systems
* Preparing manuals and forms for bookkeeping and accounting staff
* Carrying out surveys for finding out accounting needs
* Recommending solutions to accounting and other business problems
* Check accuracy of reports and procedural standards
* Email disbursement to concerned person.
* Daily reporting to Manager all Schedule arrangement & management
* Preparing maintaining Direct & Indirect taxes of due date payment & return clearly recording to system.

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**SASOONDOCK MATSYODHYOG SAHAKARI SOCIETY LTD.,**

WORKING EXPERIENCE (Nov 2017 to May 2019)

**Position : - Accounts Manager**

**Key Responsibilities:-**

* Preparation of GST Report & Return in tally software,
* Perpetration of Commercial Invoice & Export Documents etc
* Preparation of Employee Salary , PF , PT , & TDS return & Monthly Payment
* Preparation of Assets & Liabilities , Trail Balance , P& L & Balance Sheet
* Preparation of Exports Consignment costing wise report maintains.
* Foreign payment Entries of Exports Consignment wise & Exchange rate wise entries
* Email disbursement to concerned person.
* Recordkeeping and maintenance of accounting systems
* Check accuracy of reports and procedural standards
* Checking Purchase Material’s of Supplier quantities & GST number verifying & cross check in GST website.
* All official work as Accounting related.

**MAXIMA BOILERS PVT .LTD. (Mumbai)**

 WORKING EXPERIENCE (Year 2017)

**Position : -Senior Accountant (Sales Dept)**

**Key Responsibilities:-**

* Preparation of GST Tax Invoice& GST Monthly working report
* Preparation of GST R1 , Out Put, B2B, Export-Import & HSN wise report
* Preparation of GST Tax Invoice of Manufacturing Item, (Boiler, Motor, Coil, Steam Generator, HotWater Generator & Steam Accessories )
* Preparation of Spare & Services , Labour Service & Commissioning & Erection etc.,
* Preparation All Calculation Taxes Monthly Payment ( M-Vat, CST & Service Tax)
* Preparation of Export Commercial Invoice & Documents as per export related
* Outstanding Payment follow, C’ form reminder & weekly follow, as client list
* Receipt advance debtors entries of Indian currency & Dollar entries in spectra software.
* Bank reconciliation Statement daily update Entry in software data
* Preparation of Bank Guarantee documents as per order wise Customer’s requirements
* Preparation of TT Payment& RTGS+ NEFT, LC documents etc.
* Email disbursement to concerned person.

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**SUDIN ENTERPRISES (Navi-Mumbai)**

 WORKING EXPERIENCE (Year 2015-17)

**Position : -Accountant**

**Key Responsibilities:-**)

* Preparation of Employee Salary , PF , PT , & TDS return & Monthly Payment
* Preparation of Assets & Liabilities , Trail Balance , P& L & Balance Sheet
* Preparation All Calculation Taxes Monthly Payment ( M-Vat, CST & Service Tax)
* Bank reconciliation Statement daily update Entry in software data
* Preparation of Bank Guarantee documents as per order wise Customer’s requirements
* Preparation of TT Payment& RTGS+ NEFT, LC documents etc.
* Email disbursement to concerned person.

RAJIVA EXPORTS / ASSAR INTERNATIONAL PTE LTD

(Navi-Mumbai & Tanzania (Dar Es Salaam)(Year 2010-15)

**Position : Accountant**

**Reporting to :Branch Manager & Head Office**

**Key Responsibilities:-**

* Preparation of Sales Tax Invoice Handwriting + Tally ERP 9 Version.
* Preparation of Party Outstanding Debtors / Creditors
* Bank Reconciliation Statements
* Preparation of Sales Tax & Excise Return (Monthly & Quarterly)
* BL wise Costing & Material Stock Report.
* Export & Import Stock Inward & Outward Entry.
* Preparation of Handling Petty Cash.
* Preparation of Contra, Payment, Receipt, Sales, Purchase, Journal Entries, Party Outstanding Debtors / Creditors in Tally ERP 9 Version.
* Bank Reconciliation Statements
* Preparation of Commodities Material Stock all (stock wise separate Report )
* Preparation of MIS & Monthly report
* Handling for Export Documents Preparing & Checking
* Filing of office Documents.

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Academic Record

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| --- | --- | --- | --- |
| EXAMINATION | SCHOOL/COLLAGE | UNIVERSITY/BOARD |  YEAR OF  PASSING |
| G.D.C.A | Government Diploma in Co-operation and Accounting  | Maharashtra State | Pursing  |
| M.COM | University of Mumbai | Mumbai University | I Years 2014-15 (FAIL) |
| Bachelor of Commerce  | University of Mumbai | Mumbai University | 2012-13 |
| Higher Secondary Education (H.S.C.) | Saraswati Vidhya Mandir Pachal | Maharashtra State Board | March 2003-04 |
| Secondary Education (S.S.C.) | Saraswati Vidya Mandir Pachal | Maharashtra State Board | March 2000-01 |

**Professional Qualification / Computer Skills**

* Diploma in Computerized Financial Accounting with Office Automation
* Tally Software 7.2 & ERP 9 & ERP9.1 Version.
* MS-CIT, MS-Office, MS Windows, Internet Explorer, Outlook Express, Internet Handling.
* Typing Speed 35-40 w.p.m.

Hobbies / Interests

* Reading Newspaper
* Travelling
* Cricket Playing

Your’sfaithfully

***Namdev Arde***