

AKSHAY VITTHAL MORE

B/404, Saket Harmony, Near Chinchpada Auto Stand,
Chinchpada Road Kalyan East-421306.

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Email: akshay.more0796@gmail.com

Sub: Application for the job of

Dear Sir or Madam,

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully full fill any obligations requiring of any responsibility upon your company.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude and willingness to give 100% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth.

Thank you for your time.

Sincerely yours,

Akshay Vitthal More

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PROFILE SUMMARY

- Offering over 4 years of experience in **ACCOUNTS, FINANCE & TAXATION**
- Possess extensive knowledge of handling Accounting system, audit and filling returns
- Experience in preparing reports and handling complete backend activities smoothly
- Experience in handling complete Accounts and financial process for CA Firm
- Possess motivational management style with a record of being able to deliver positive results independently & under pressure

CAREER OBJECTIVE:

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and lead a team successfully.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

EDUCATION BACKGROUND:

Course / Degree	Institute / Board	Year of Passing	Grade
CA Inter	ICAI	Drop Out	
B.Com	Saket College, Mumbai University	2016	I
H.S.C	Saket College, Maharashtra Board	2013	II
S.S.C	New English School, Maharashtra Board	2011	I

EXTRA QUALIFICATIONS

- * Completed successfully MS-CIT, MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet)
- * Knowledge of Tally ERP 9.0

EXPERIENCE

Working as “**Senior Accountant**” at Siddhivinayak Creation Façade Pvt Ltd. from June-2020 to till date

- To prepare Daily/ Monthly Cash Flow
- Preparation of Profit & Loss A/c and Balance sheet on Monthly basis through Trial Balance.
- Preparation of Employee Salary Sheet
- Employee PF & ESIC Working
- Billing & Measurement of Client
- Preparation of Stock Report
- Site Costing Work
- Directors Personal Accounting & Income Tax Return
- Preparation & Filing of GST Returns, TDS Returns, Income Tax Returns. Profession Tax Return,

Worked as “**Senior Accountant & Auditor**” at MSB & Associates (CA Firm) from May 2016 to March 2020

- To prepare Daily/ Monthly Cash Flow
- Preparation of Profit & Loss A/c and Balance sheet on Monthly basis through Trial Balance.
- Preparation of GST Returns, TDS Returns, Income Tax Returns. Profession Tax Return, VAT Return.
- Handle all types of Auditing (Tax Audit, Internal Audit, Statutory Audit, Stock Audit, etc.).
- Bill booking for administrative expenses such as telephone, electricity, stationary, repairs, insurance, training, memberships, credit cards, travelling etc. and other expenses such as advertisements, staff costs, capital, packing materials, etc.
- Bill booking for local/imported purchases of raw material/finished goods.
- Preparation of cheques, RTGS/NEFT letters for payments.
- Preparation of cash flow and bank reconciliation.

- Data Entries & Book – keeping of the accounts in Tally, maintaining day-to-day Petty Cash & Bank book & Vouching.
- Computation of total income of Individuals and all other assesses.
- Preparation of Form 16s of the Employees.
- Auditing of Various firms and companies.
- Preparation of Profit & Loss Account and Balance Sheet for various companies.

COMPETENCIES

- Quick learner & adapts well to changes and pressure in work place
- Managing relationships & working efficiently with diverse groups of people
- Committed to meeting deadlines and schedules
- Leadership skills to lead projects & handle work independently

LANGUAGES KNOWN

English, Hindi, Marathi

HOBBIES

Reading Book & Listening Music

DATE OF BIRTH

15th July 1996

REFERENCE

Available on request

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

Mumbai