

# **CURRICULUM VITAE**



## **PERSONAL INFORMATION**

Name	<b>Kalpesh Yashwant Belenavar</b>
Address	Room No.185, Ahinsa Nagar, Behind New English School, Govt. Colony, Bandra (E), Mumbai-400051
E-mail address	samarv2009@gmail.com, samarv2388@yahoo.com
Mobile No.	8767870075
Date of Birth	November 23 <sup>rd</sup> 1988
Languages Known	English, Hindi, Marathi & Kannada
Marital Status	Married, Male
Hobbies	Cricket, Football

## **EDUCATION**

<i>Month/Year</i>	<i>Exam. Passed</i>	<i>University/Board/ Institute</i>	<i>Class</i>
March 2010	B.com	Mumbai University	Second Class
March 2007	H.S.C	Maharashtra Board	Second Class
March 2005	S.S.C	Maharashtra Board	Second Class

## **WORK EXPERIENCE**

- **Worked in Moonshine Studios Pvt. Ltd. As a Account Executive for the period from June 2022 to December 2022.**
  - Knowledge of Audit work
  - Knowledge of TDS, GST Returns.
  - Bank Reconciliation & GST Reconciliation
  - Knowledge of Purchase and Sales Entries
  - Receipts and Payments Entries
  - Knowledge of ITR Filling (Individual)
  - Knowledge of Finalization of Accounts.

- **Worked in JMP Trading & Properties Pvt. Ltd. As a Account Assistant for the period from April 2019 to September 2020.**
  - Knowledge of Audit work
  - Knowledge of TDS, VAT, Service Tax, GST Returns.
  - Bank Reconciliation
  - Knowledge of Purchase and Sales Entries
  - Receipts and Payments Entries
  - Knowledge of ITR Filling (Individual)
  - Knowledge of Finalization of Accounts.
- **Worked in Jotsinghani & Co Ltd. As a Account Assistant for the period from Feb 2017 to March 2019.**
  - Knowledge of Audit work
  - Knowledge of TDS, VAT, Service Tax, GST Returns.
  - Bank Reconciliation
  - Knowledge of Purchase and Sales Entries
  - Receipts and Payments Entries
  - Knowledge of ITR Filling (Individual)
- **Worked in Dr Amin Controllers Pvt. Ltd. As a Account Assistant for the period from Dec 2014 to Dec 2016.**
  - Receipts & Payment Entries
  - Bank Reconciliation
  - Handling of Petty Cash
  - Knowledge of Service Tax, TDS & VAT
- **Worked in Microweb Enterprises Pvt. Ltd. As a Account Assistant for the period from Jan 2014 to Oct 2014.**
- **Worked in Dugar Tubes Ltd. as a Account Assistant for the period of 6 Months.**

## COMPUTER PROFICIENCY

- Knowledge of Internet and e-mail, Microsoft Office Excel, Microsoft Office Word, Microsoft Office PowerPoint & Tally 9.0

## STRENGTHS

- Ability to learn, grasp new developments, which shall be benefit to Organization and individual.
- Good communication skill, adaptability in various environments,
- Hard working
- Convincing power and ability to think strategically and develop plans which in turn will help an organization to achieve its set objectives and goals.

## CAREER OBJECTIVE

- To achieve a challenging position in dynamic & progressive organisation which expects a high level of performance & commitment from its personnel.

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