

CURRICULUM VITAE

Kunal Sunil Bamne

Mumbai, India

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India's Work Experience – 4 years

Objective

Seeking challenging assignments in the domain of account, taxation with growth-oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals.

Educational Qualification:-

- **2022** T.Y.BFM from Shri Chenai College Commerce & Economics, Mumbai. (Appeared)
- **2018** HSC from Alpha Jr. College of Science & Commerce, Mumbai.
- **2016** Vakola English School, Mumbai.

CAREER HIGHLIGHTS

Vikram Coils Pvt. Ltd. - WORKING

POST: ACCOUNTS ASSISTANT

Roles and Responsibilities

- Managing the accounts department independently.
- Responsible for book keeping, keeping track of purchase and sale invoice, bank entries and other accounts related work.
- Preparing TDS calculations.
- Filing of GST returns — GSTR-I return by preparing sales details and GSTR-3B return by calculating GST liabilities for subsequent tax period.
- GSTR-2A reconciliation with books of accounts & coordinating with creditors for the invoice details to be reflected in GSTR-2A report.
- Annual GST reconciliation and submitting to CA.
- Accurate checking and verify accounting books and records which are in conformity with industry practices and corporate policies.
- Accountable for complete payroll procedure.
- Managing banking operation and compliance.

- Planning of various statutory audit procedures including vouching of income and expense items obtaining debtors, creditors and bank balance confirmation, etc.
- Debtors & creditors reconciliation.

RAJ ESH CHAWLA & COMPANY - JANUARY 2019 TO AUGUST 2021

POST: ACCOUNTS ASSISTANT

Roles and Responsibilities

- Maintaining Clients books of accounts, entering Purchase Invoices, Sale invoices, Expenses. Processed day to day accounting entries in Tally ERP software
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Companies, etc.
- Preparation and Filing of returns of individual, partnerships and Companies. Preparation of Income computations of various assesses and filing of income tax returns of individual, partnerships and Companies.
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS (Bank Reconciliation Statement) and Bank/ Cash Balance.
- Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc.
- Prepared Workings and Filing of Sales tax returns and Service Tax Returns for Various clients
- Filing of PTEC return and PTRC return for Clients
- Applying Online and Submitting Documents for GST Registration of various clients Performed Accounting.
- Auditing of Cash Books, and Daybooks etc. both in manual and computerized system. Preparing GST Workings and filing of GSTR-I and GSTR-3B Returns

Computer Literacy:-

- Computer Basics
- MS Office
- Email
- Tally 9.6 & Tally Prime
- Clear Tax Software
- Sine wave Software (for Income Tax return)

Strenghts:-

- Willingness
- Punctual
- Discipline
- Honest

Personal Details

Date of Birth : 03 August 1999

Religion/cast : Marathi

Gender : male

Nationality : Indian

Hobbies : Drawing, Weightlifting, Learning

Languages Known : English, Hindi and Marathi.

Address : Room No. 56, Datta Mandir Road, Vakola, Santacruz (E)

Pin Code : Mumbai :- 400055

Declaration

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Date :
Place : Mumbai