

CURRICULUM VITAE

UMESH CHAVAN

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Mo. No- 8655385831/9137572625

MY CAREER OBJECTIVE

Seeking for a job where I can explore my knowledge and experience and make all the efforts for the growth of the organization and gain Professional expertise by working for an Organization that provide Motivation, Upward Mobility & Future Prospects .

MY ACADEMIC QUALIFICATION

- High School (SSC) from Maharashtra (MUMBAI) Board in the Year 2007.
- HSC from Maharashtra (MUMBAI) Board in the Year 2009.
- B.COM. from Maharashtra (MUMBAI) Board in the Year 2013.

IT SKILLS

- ☐ MS-CIT
- ☐ Tally ERP 9.0
- ☐ MS Office (Excel / Word)
- ☐ Google Drive,
- ☐ MS-Dynamics NAV 9.0 (2016)

PROFESSIONAL EXPERIENCE

- ORGANIZATION : [ARIHANT ENTERPRISES](#)
- DESIGNATION : [Account Executive](#)
- DURATION : Working from December-2023 to Present.

Roles & Responsibilities:

- Preparing Customer Reconciliation and updating Reco
- Preparing Debtor & Creditor list
- Preparing Proforma Invoice and E-way bill
- Preparing monthly summary report
- Solve queries of audits.
- Basic knowledge TDS & GST Working
- Assisting in audit planning by performing all the initial work's
- Posting entry on daily bases of delivery note, sales entry, purchase entry, credit note, debit note, payment entry, Receipt entry, journal entry in Tally.
- Bank Reconciliation and Vendor Reconciliation.
- Making Dashboard in Excel using Vlookup, Pivot, Data validation, Sort & Filter, Basic Formulas
- Coordination with Customer regarding Open issues closed, queries and ledger follow up

- ORGANIZATION : PAPERPINK CONSULTANCY PVT LTD
- DESIGNATION : Finance Executive
- DURATION : Working from February -2023 to Sep - 2023

Roles & Responsibilities:

- Preparing Customer Reconciliation and updating Reco
- Preparing monthly summary report
- Solve queries of audits.
- Basic knowledge TDS & GST Working
- Assisting in audit planning by performing all the initial work's
- Posting entry on daily bases of delivery note , sales entry, purchase entry, credit note, debit note, payment entry, Receipt entry, journal entry in Tally.
- Bank Reconciliation and Vendor Reconciliation.
- Making Dashboard in Excel using Vlookup, Pivot, Data validation, Sort & Filter, Basic Formulas
- Coordination with Customer regarding Open issues closed, queries and ledger follow up

- ORGANIZATION: PITTIE GROU PPVT LTD. - PITTIE GROUP is the Sole Distributors of "PATANJALI" Products in Mumbai (General Trade) & PAN India (Modern Trade).
- DESIGNATION : Account Executive
- DURATION : Working from February-2017 to Jan-2023.

Roles & Responsibilities:

- Handling inventory at PAN India
- Posting Credit note/Debit note/purchase invoice in MS-Dynamics NAV system
- Preparing stock Report like (Live Stock, Near expiry, damage, Top sales articles)
- Preparing Reports for dumping of stock.
- Solve queries of audits.
- TDS & GST working.
- Assisting in audit planning by performing all the initial work.
- Maintaining records of damage stock , expired stock, RTV & Market return articles and Non RTV articles
- Coordination with Retailer regarding credit note queries and RTV , market return query
- Coordination with DC team, accounting team for PI stock.
- Audit of GRR note, discrepancy note, stamping invoice & then post credit note/Debit note in system.

- ORGANIZATION : [J & S CO \(CA FIRM\)](#)
- DESIGNATION : [Account Executive](#)
- DURATION : Working from March -2015 to Jan-2017.

Roles & Responsibilities:

- Posting entry on daily bases of sales entry, purchase entry, credit note, debit note, payment entry, Receipt entry, journal entry in Tally.
- Checking Bank Reconciliation statement with accounting entry & preparing outstanding report.
- Physically stock checking/ Auditing.
- Preparing Inventory Reports & accounting Reports like ledger report, stock summary report, sales & Purchase report.
- Handling Petty Cash.

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- ORGANIZATION : [PINNACLE SYSTEM PVT.LTD](#)
 - DESIGNATION : [Account Executive](#)
 - DURATION : Working from June-2013 to Feb-2015

Roles & Responsibilities:

- Posting entry on daily bases of sales entry, purchase entry, credit note, debit note, payment entry, Receipt entry, journal entry in Tally.
- Checking Bank Reconciliation statement with accounting entry & preparing outstanding report.
- Updating inward/outward in register.
- Handling Petty Cash.

☐ MY PERSONAL INFORMATION

Date of Birth : 07th December, 1990.

Marital Status : Married.

Languages Known : Hindi, Marathi and English.

Current Address : Room No. 8 Om Prakash Chunilal Dube Chawl, Suyog Nagar.
Ghartanpada No. 2, Sant Mirabai road, Near Tambe School.
Dahisar (E) Mumbai - 400068.
