

AVINASH VARANDE

Sadguru APT-02, Meena hospital,
Nr Hanuman Mandir, Ghansoli
gav, Navi Mumbai-400701.
Maharashtra

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+91 95946 75408

About Me

Education

Graduation (2023)

Dr. Babasaheb Ambedkar College
Of Art, Science And Commerce
Mumbai, Maharashtra

Graduate

Higher education (2019)

N.G.Acharya & D.K. Marathe college
Mumbai, Maharashtra

Marks 60%

Secondary School (2017)

Swami mukhathanand high school
Mumbai, Maharashtra

Marks 75%

Skills

- TALLY ERP 9
- ADVANCE EXEL
- MS-CIT
- MICROSOFT WORD
- EXEL & ADVANCE EXEL

Work Experience

Feb 2024 – Current Working

Account Executive

Impulse Green Energy Pvt Ltd.
A-508, SHREE NAND DHAM, Sector 11,
CBD Belapur, Navi Mumbai-400614

- Daily Accounting over TALLY ERP 9
- Bank & Third Party Sales Reconciliation
- Checkin Purchase bill & Release Payment to Creditors via. NEFT, RTGS, IMPS
- Handling Bank Related Work
- Regular Documentation
- Maintenance of Petty Cash
- Proforma Invoice Making.
- Dispatch activities i.e .preparation of dispatch documents including Invoices using Tally ERP.
- Co-ordinating with Vendors and Suppliers for Ledger reconciliation.

Nov 2022 – Jan 2024

Account Executive

Shubh Crane Service.

709, Sai Mahavir Developer "LANDMARK",
Plot no.26A, Sec.7 Kharghar- 410 210,
Navi Mumbai

- Monthly GST & TDS Working
- Bank Reconciliation on Daily Basis
- Analysing Loan Schedule and Correct treatment of journal.
- Accurate maintaining books of account.
- On Daily Basis Purchase, Sale & Bank Entries in Tally
- Gstr 2B Reconciliation between books of account to Gst Portal
- Journal Entries.
- Accurate maintaining books of account.
- Debtors & Creditors ledger Reconciliation.

June 2022 – Oct 2022

Account Executive

Satyendra Kumar & Associates

Office no.10, Chinar Chs Ltd,
Plot no.35 Seawoods,
Navi Mumbai – 400706

I have worked as Account Executive. The name of Firm Satyendra Kumar & Associates in Seawood.

- I have knowledge regarding filing GSTR1 & GSTR3B
- TDS working and filing
- Bank Reconciliation.
- Journal Entries.
- Accurate maintaining books of account.
- Basic knowledge of ITR Filling
- Debtors & Creditors ledger Reconciliation

December 2021- June 2022

Jr.Account Executive – GST

Eros Elevators & Escalators Pvt.Ltd.
Sewri, Mumbai, Maharashtra.

I Have knowledge in GSTR1, GSTR2B, GSTR3B.

And also working Accounting Function like Entering Transport Invoice, Purchase.

April 2019 – November 2021

Account Executive

Baring House

Musjid Bander, Mumbai.
Maharashtra

I have worked as a Account Executive. The name of company Bearing House in csmt.

I have 2 years experience in accounting field.

- I was handling day to day entry. Like Purchase, Sale, Debit note, Credit note.
- I was taken follow up regarding payment to all vender. Also dispatched material follow up
- I was solve any enquiry from CA.

Computer Proficiency

- Tally Erp 9
- Excel & Advance excel
- Microsoft Office
- Office Outlook
- Ms -Cit
- Power Point
- **Languages**
- Hindi
- English
- Marathi

Personal Interests

- Kabaddi
- Movie
- Travelling

Personal Details

Father's Name:	Mr. Avinash Varande	Marital Status:	Single
Birthday:	November 15, 2000	Nationality:	Indian
Gender:	Male		

Declaration

I, Avinash Varande, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.