

LALIT ARGULEWAR

ACCOUNTS PAYABLE I FOREIGN REMITTANCE I FINANCIAL ANALYSIS I TAXATION

CONTACT



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Lane No. 3 House No. 80, Madhuban society, old sangvi.
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SKILLS

SAP HANA Accounting

MS-Office

ERP Tally 9

Problem solving, Decision Making,
Honest, Teamwork, Hardworking.

EDUCATION

M-Com

Pune University

2010-2012

B-Com

Pune University

2007-2010

LANGUAGES

English

Hindi

Marathi

PROFILE

To be part of an organization where I can implement my knowledge & skills and also actively learn new processes to help the company grow to new heights.

10 years of insightful experience in Accounts & Finance.

Invoice Processing, Handling Foreign Remittance with analysis tax applicability as per Income Tax Act & DTAA. TDS payment & return. Handling TDS defaults.

WORK EXPERIENCE

Senior Executive

TML Business Service Ltd.

2017-2023

- Processed invoice into SAP for payment.
- Handling foreign remittance
- Monthly MIS preparation.
- GL wise TDS reconciliation, Prepare TDS working monthly basis & payment in timely manner.
- Co-ordinate with suppliers & respective stakeholders to resolve payment discrepancies.
- 3way match, 2 way match.
- Processing PO, Non PO invoices.
- Payment -swift, Electronic Money transfer, wire transfer through bank.
- Invoice validation.
- Analysed daily as well as weekly reports to reconcile correct invoice, PO exceptions & rejections and made debit & credit adjustments as necessary. Verified accuracy of information and resolved discrepancies with vendors & respective stakeholders before entering invoices for payment.
- Handling Team & manage work allocation with region & location wise. Motivating team members, organizing work & solve problem.
- Performed accurate and fully compliant monthly closing processes, accruals and journal entries.
- Handled time sensitive payments to vendors and special handling requests Reconciled vendor statements and handled payment complaints or discrepancies.
- Prepared and filed monthly statutory payment & returns to respective government on a timely manner.
- GLs processing and scrutinize, book of accounts to ensure accurate reporting. GST Working & Reconciliation of input Tax.
- UK Payment process.

Senior Accountant

Beyond Corporation India Pvt.Ltd.

2013-2017

- Computerized Financial Accounting. Handling Taxation Work. Managed accounts payable, accounts receivable, Performed accounts payable functions for construction expenses Monthly MIS preparation Prepared company accounts and tax returns for audit. Account Reconciliation, Bank Reconciliation with Sundry Debtors & Creditors, Purchase Order, Purchase Bill Check. Invoice, Cheque printing in Tally ERP
- Maintaining payment draws files and invoice files. All utility bills enter in Tally ERP 9. Prepare TDS, MVAT Working and TDS Payment.
- Bank Related All Back Office Work, Bank A/c. Open, Cheque Deposit, RTGS, NEFT, Franking, Stamp Duty, Registration Fees, ePayment.
- Government Receipt & Accounting Systems (GRAS) Also work in hospitality unit. Assist with preparation and co-ordination of the audit process with the auditors.
- Making online payment of all taxes. Handling all types of computerized Ledgers, register and scrutiny of each and every ledger, Purchase & Sale register, Cash Book, Bank Book & Journal Book, Monthly expenses report, with passing provisional entries & preparing Trial Balance, Profit & Loss A/c, Balance Sheet.

PERSONAL DETAILS

Date of Birth- 23-05-1990

Marital Status- Married

Nationality- Indian

Personal Interest- Cricket,
Badminton, Travelling

WORK EXPERIENCE

Accountant

Khare Deshmukh & Co.

2011-2012

- Has done all types of accounting works of various types of Companies including Manufacturing
- Companies, Service Sector Companies etc.
- Has done Tax Audit works and also statutory bank audit. Has Done TDS works like filing of TDS Returns & prepared the form 16 & generated form 16A from sitetn.nsd1.com
- Knowledge of Sales Tax and Income Tax Web Site GL creation and management for respective vendors.
- Posting Sales and Purchase entries in Tally
- Works on All types of Payment voucher (payment voucher, bank payment voucher, journal voucher, sales, purchase, contra, etc.
- Aenean nisi neque, rhoncus in ex eget, egestas pharetra sapien. In vehicula efficitur risus a eleifend.
- Knowledge of TDS or TDS Section & rates, VAT & Service Tax. Making an online payment of all taxes. Filing the all type of returns like Salary return, Business Return, Professional Tax Return, VAT Return, VAT J1-J2 Annexure Making Debit notes and Credit notes.