

CURRICULUM VITAE

Tatyaba Vasant Karande

Mohite Patil Nagar, Chawl, 14/15,
Mankhurd (W), Mumbai – 400043.

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CARRIER OBJECTIVE :

A challenging and rewarding position in an organization and able to take own initiative as a part of team.

WORK EXPERIENCE:

Work with **Shiv Parvati Pvt Ltd.** As an **Accountant** from 1 Nov 2020 to till date

Job Responsibilities :

Accounting work:

- Accounts Maintaining Books of Accounts
 - Maintain Records of Sale and purchase register
 - Reconciliation of Various Bank Accounts
 - Preparation of Cheque and online Banking Transfer (NEFT & RTGS Payment)
 - Monitoring inter company transaction and reconciling them.
 - Review of accounts books and records and reconciliation statement and transaction
 - Maintaining Petty Cash Transaction and Monitoring records of the same.
 - Maintain Sundry Debtor and Creditors, Legers Scrutiny.
 - Providing data for smooth completion of audit.
 - Co-ordinate with CA for Final Accounts.
 - Maintain Statutory Requirement: Preparing TDS, Advance Tax, Professional Tax etc. For CA
 - Preparing Tax working and online Tax Payment,
 - GST Returns, Payment
 - Maintains Account till finalization
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- Work with **M. Tripathi & Co.** As an **Accountant** from Oct 2018 to Oct 2020.

 - Work with **Shankar Parvathi and Builders Private Ltd.** As an **Accounts Executive** from 1 Jun 2018 to Oct 2018.

 - Work with **Osource India Pvt. Ltd.** As an **Accounts Executive** from May 2010 to May 2018.

- Worked with **Meesha Air Industries Pvt. Ltd.** As an **Account Assistant** for the period from **Jan 2009 to April 2010**. At (Turbhe Navi Mumbai)
- Worked with **K. Raheja Universal** as a **Legal Assistant** for the period from **Dec 2007 to Dec 2008**.
- Worked with **Caliber Point (BPO)** As a **Data Entry Operator** for the period from **Oct 2006 to Nov 2007**.

EDUCATIONAL QUALIFICATION

- B.Com. with A/c & Finance as main subject from Mumbai University in the year of passing 2006
- H.S.C. with commerce stream in the year of passing Apr / May – 2003
- S.S.C. from Mumbai Board in the year of passing March – 2001

COMPUTER KNOWLEDGE :

- Knowledge of Tally 7.2, 9, & ERP, Ms- Office & DTP
- Excel – Lookup, Hlookup, Pivot table, Financial & Text Function
- Typing Speed 30 w. p. m
- MSCIT

PERSONAL INTRODUCTION :

Date of Birth : 15th Oct, 1983

Nationality : Indian

Marital Status : Married

Languages Known : Marathi, Hindi, English

Place:

Date:

Yours faithfully
(Tatyaba Karande)