

RESUME



Name :- Ganesh Ramchandra Chavan
E-mail :- ganesh.gc380@gmail.com
Phone No. :- 9673531332 & 8806085464.
College :- Jaywant Institute Of Management, Wathar
Date :-

Career Objective:- Use my skills to make effective contribution to the growth of the organization and enhance my technical and functional skills coupled with over all personality development.

Education Qualification

Course with Specialization:- Bcom, MBA ,Shivaji University, Kolhapur.

Academic Details

<i>Exam</i>	<i>University</i>	<i>Year</i>	<i>Percentage</i>	<i>Specialization Area</i>
M.B.A.	Shivaji University, Kolhapur	2016	A	Finance & HR
Bcom.	Shivaji University, Kolhapur	2014	66.61%	Accountancy
H.S.C.	Maharashtra State Board	2011	69.50%	-
S.S.C.	Maharashtra State Board	2009	71.38%	-

Computer / Technical Knowledge:- Tally 9.0, & Typing 30w,
Extra Certificates :- Drawing Intermediate Grade Exams.

Project Work

Subject title:- “The Study of Financial Statement Analysis ”

Area :-Finance

Duration :- 2 months

Reference/ Company name:- **THE COLOUR GALAXY COMPANY. PIMPRI, PUNE”**

Experience:- One Year.

Extra Curricular Activity:- Participated in Internal College Management games.

-Business Quiz .

-Seminar on Electrical &Electronics .

Key Achievements:- Best Spoker in Seminar.

Strengths:- Positive attitude, Quick learning capabilities, Hardworking, Punctuality, and Dedication

Hobbies:- Travelling, Reading, Finding new things etc.

Personal Profile

Name : Ganesh Ramchandra Chavan
Permanent Address : A/p- Chavanwadi, Tal- Patan, Dist-Satara
Pin Code : 415 520
Reference Address : Jyotriling Nagar, Trimurti Chawl, Mankhurd, Mumbai.
Date of Birth : 24/08/ 1993
Marital Status : Un-married
Language known : English, Hindi, Marathi

Name:- Ganesh Ramchandra Chavan

Work Experience

Organization	: Integrated Personnel Services Pvt Ltd
Designation	: Account Assistant
Duration	: April 2017 to Till Date

Working with **National Institute of Security Markets** Navi Mumabi in Vashi as a **Account Assistant** from **April 2017** to Till Date. handling Accounts.

- ✚ Passing basic entries of Sales, Purchase, Payment, Receipt.
- ✚ Reconciliation of Bank Statement on fortnightly basis
- ✚ Booking of income and expenses, preparation of receipt vouchers and payment vouchers in Tally ERP
- ✚ Preparation of cheques and e-cheques for payment to various creditors and statutory authorities
- ✚ Handling Petty cash
- ✚ Professional Tax –remittance & returns
- ✚ PF remittance
- ✚ TDS remittance
- ✚ GST remittance & returns
- ✚ Registration of regular parties in SBI Site
- ✚ Preparation of file list
- ✚ Data Entry in MIS (Excel Format).
- ✚ Preparing RTGS, Payorder. Preparing Cheques, Slip, DD, and deposited into the Bank.
- ✚ Monthly Salary calculation
- ✚ Investment activity
- ✚ TDS Reconciliation with Form 26AS

“I hereby declare that the above information's are true to best of my knowledge.”

Place:-

Signature:-

Date:-

Name: Ganesh Ramchandra Chavan

