

Work Experience :

- **Indian Oil Corporation Limited (IOCL)** as Accountant for 1 Year

Professional Preface :

- A result oriented professional with 1 Year of experience in accounts and Taxation.
- **Presently working with Indian Oil Corporation Limited (IOCL) Mumbai as Accountant.**
- Adopt at handling day to day accounting functions in co-ordination with internal & external departments for smooth financial operations.
- Exposure in scrutiny and verification of Invoices.

Areas of Expertise:

Finance, Accounts & taxation: Verification and scrutiny of logistic invoices, Filling and maintaining books of accounts, viz. journal, ledger and subsidiaries in compliance with time & accuracy norms. Also Calculating Taxation Matters like Monthly TDS & GST data. Making Vendor Payment and all Payment Procedures. Manage the Fund Application for Creditors. Very familiar with **SAP**.

Employment Scan:

Working as an Accountant Apprentice in Indian Oil Corporation Ltd. (IOCL : India's largest Government owned Oil Marketing Corporation) from February 2021 in Accounts and Finance Section.

Accountabilities :

- ☞ Operating Level : - Work in SAP package. Making Day to Day accounting Entry like Payment, Scrap Sales, Recovery entries, Debit note, Credit note And Maintain books of account.
 - ◆ Monthly Liability Booking (LIV)
 - ◆ Monthly clearing of Vendors / Customers Account.
 - ◆ Preparation of Recovery entries (Income Booking)
 - ◆ Making Scrap sales invoices
 - ◆ Prepare daily payment voucher for Land Logistics (Hired car, Bus payment, Toll payment, Insurance payment, Fair wages payment, Repair and Maintenance etc.) , Misc. Payment and Marine Logistics (Charter hired payment, victualing payment)
 - ◆ Create / Update Vendor Bank details, PAN details, GST details in SAP

- ◆ Handling of Imprest system of section and Contingent Advance payment
 - ◆ Maintain records of payment in Excel and book keeping
 - ☞ Vendor Payments : getting approval monthly allocations and accordingly paying off vendor. Simultaneously scrutinizing vendor accounts to find their payable status. Co-ordination with Vendor.
 - ☞ Creditors Analysis : Month wise analysis of Creditors / Vendors making payment for same.
 - ☞ Other Payment : - Making Misc. Payment like legal payment, third party commission payment, TDS reimbursement etc.
 - ☞ Return filling : - Prepare monthly TDS report for payment and making quarterly online return filling of TDS & compliance.
 - ☞ MIS:- Prepare MIS (Management Information System) Report for Vendor position, TDS report & G/L account.
 - ☞ Co-ordination : - Co-ordination with Vendor, Customer, Transport department, internal department and HR
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IT Skills :

- ☞ SAP Exposure in FICO model.
 - ☞ Advance Tally ERP exposure for entry posting, Bank Reconciliations, maintain all ledgers with analytical knowledge.
 - ☞ MS-CIT Certification (MS- Office)
 - ☞ Typing Speed @ 30 w.p.m. in English
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Scholastics:

B.com (Accounting and Finance)

Mumbai University in 2018. Secured 72.00% marks.

H.S.C.(Commerce)

Maharashtra State Board in 2015. Secured 74.31% marks.

S.S.C.

Maharashtra State Board in 2013. Secured 66.80 % marks

Personal Dossier :

Date of Birth : 12th June, 1997

Address: 702 H Wing Gulistan Compound Near Ghatkopar
Police Station Ghatkopar West Mumbai -400086

Martial Status : Single

Linguistic Abilities : English, Hindi and Marathi.

Nationality : Indian

Date :

Place : MUMBAI

(SHANMUKH HANMANT JADHAV)