

CURRICULAM VITAE

ASHOK SURESH GAIKAR

Address:

At. Karnjade Gaon, Panvel,

Navi Mumbai - 410 206

Mob. 8097538881

Email: gaikarashok@gmail.com

Date: / 03 /2022



PROFESSIONAL OBJECTIVE:

To obtain a changing position in your company by acquiring the post of Accountant. Using my excellent knowledge, communication and leadership skills.

WORK EXPERIENCE:

Presently working with M/s. Geodata India Private Limited

This is Consulting Service provider, job under Maharashtra State Road Development Corporation for Missing Link Project at Mumbai – Pune Expressway

Office Add: 146, Gulmohar Building, Shastri Nagar, Khopoli-410203, Dist. Raigad, Maharashtra

HO: 401-402, NDM-1 Building, Netaji Subash Place, Pitampura, New Delhi-110034

Designation: Accountant

Duration: From 11th March 2019 to till date

Current CTC: INR. 4.39 Lakh PA

JOB DESCRIPTION: -

- Make Monthly Man Month Invoice and submit to Client (MSRDC Office) Bandra and regular follow-up for payment.
- Send Weekly Biometric Attendance to Client
- Maintain Daily Petty Cash Account
- Send CV to MSRDC and Approve to Client.
- Check calculation of contractor's bill.

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|---------------------|----------|---|
| Company Name | : | Fairdeal Agencies Pvt. Ltd |
| Designation | : | Accountant |
| Duration | : | 3rd June 2017 to 10th March 2019 |

JOB DESCRIPTION:

- Prepare GSTN Return file and co-ordinate with CA
- Make daily sale Invoices and send offer, quotation to client
- Maintain Purchase register
- Making E waybill
- Maintain warehouse and loading and unloading
- Maintain daily petty cash account
- Daily follow up for outstanding

Company Name : WINGET CONSTRUCTION EQUIPMENTPVT.LTD.
Designation : Accounts Asst.
Duration : 22nd April 2013 to 31st May 2017

JOB DESCRIPTION: W

- Filed Monthly Vat, CST, P Tax, ESIC and EPF returns.
- Filed quarterly Excise and TDS return.
- Maintain Job work Register.
- Maintain Petty cash register.
- Handle with sales and Purchase related activities.
- Payment made to creditors and outstanding follow-up with debtors.
- C form follow-up.

Company Name : ANAND MOULD STEELS PVT.LTD.
Designation : Accounts Asst.
Duration : 16th Dec. 2010 to 20th April.2013

JOB DESCRIPTION:

- Handle with sales and Purchase related activities.
- Maintain Petty cash register.
- Follow-up outstanding with debtors and pending C Form & H Form.

Company Name : LOHA ISPAAT LTD. (KHOPOLI)
Designation : Excise Asst.
Duration : 1ST April 2010 to 08Th Dec 2010

- Make Excise Invoice and Delivery Challan

Company Name : Auto Parts Distributing India Pvt. Ltd.
Designation : Accounts Asst.
Duration : 5th May 2008 to 31st March 2010

- Handle with sales and Purchase related activities.
- Outstanding follow-up with debtors

EDUCATIONAL QUALIFICATION:

- T.Y.B.Com From Mumbai University in March 2008 Pass out [MPASC College,Panvel]

CERTIFICATION / DIPLOMA:

1) GDC&A EXAM PASS OUT FROM 2009

2) Complete Business Accountant: IIJT Finance, Vashi.

- Advanced Accounting.
- Financial Accounting Packages:-
 - Tally ERP 9
 - Udyog software.
 - Taxation.

3) Certification course of MSCIT

LANGUAGES KNOWN:

- **To Speak** : English, Hindi & Marathi.
- **To Read & Write:** English, Hindi & Marathi.

PERSONAL PROFILE:

- **Name** : Ashok Suresh Gaikar.
- **Father's name** : Suresh Rambhau Gaikar.
- **Date of birth** : 2nd May 1984.
- **Sex** : Male.
- **Marital Status** : Married.
- **Nationality** : Indian.
- **Contact Address:** At. Karnjade Gaon, Panvel , Pin code – 410 206

*I, **Ashok Suresh Gaikar** hereby declare that the information furnished above is true to best of my knowledge. I understand that I am liable to be disqualified at any stage if the information given is found to be incorrect.*



(Ashok S. Gaikar)