

RESUME



Name : Mr. Milind Madhukar Madhav
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PERSONAL DETAILS

Father's Name : Mr. Madhukar Madhav
Mother's Name : Mrs. Prabhavati Madhav
Date of Birth : 10th May 1986
Address : Jai Bhawani Chawl No. 2,
Tanaji Nagar, Kurar Village,
Malad (East), Mumbai-400 097
Gender : Male
Marital status : Married
Nationality : Indian
Languages Known : English, Hindi, Marathi
Hobbies : Playing Cricket, Singing Songs, Listening Music,
Actively participated in Jeevanvidya Mission
Social activities.

ACADEMIC PROFILE

Courses	Institute/College	University/Board	Percentage	Year
M.Com.	Mumbai University	Mumbai University	46.00%	2011
B.Com	Patkar College	Mumbai University	61.76%	2006
H.S.C	Patkar College	Mumbai Board	72.33%	2003
S.S.C.	Dnyan Ganga Vidya Mandir	Mumbai Board	73.46%	2001

PROFESSIONAL QUALIFICATION

Courses	Institute/College	University/Board	Percentage	Year
P.G.D.F.M	Mumbai University	Mumbai University	56.62%	2011
J.A.I.I.B	Indian Institute of Banking & Finance	IIBF, Mumbai	52.00%	2011
KYC-AML	Indian Institute of Banking & Finance	IIBF, Mumbai	60.00%	2010
G.D.C.A	Registrar of Co-operative Societies	Pune	56.17%	2010

TECHNICAL SKILLS

- ⇒ **Operating System** : Windows-7, Windows-10
- ⇒ **Accounting Package** : Tally ERP 9
- ⇒ **Office Automation** : MS-Word, Excel, PowerPoint

CERTIFICATIONS

- ⇒ Certification in Six Sigma Program-Yellow Belt.
- ⇒ Awarded Best Dept. (Rasec-Retail Assets and Small Enterprise Centre) while working with Saraswat Bank as a Team Member.
- ⇒ Certification in Basic Course-Spiritual Wisdom of Jeevanvidya Mission.

PROFESSIONAL EXPERIENCE

1) **Gaharwar Pharma Products Pvt. Ltd (As a Sr. Accountant From 01.12.2017 to till date)**

Job Profile :

- Verify, allocate, post and reconcile accounts payable and receivable.
- Analyze financial information and summarize financial status.
- Prepare financial statements and produce budget according to schedule.
- Provide input to management for goal setting process.
- Review and recommend modification to accounting systems and procedures.
- Assist with tax audits and tax returns.
- Direct internal and external audits to ensure compliance.
- Plan, assign and reviews staff's work.
- Statutory Payments i.e. Income Tax, TDS, Profession Tax, GST, E-TDS return etc.
- Develop and document business processes and accounting policies to maintain and Strengthen internal controls.

2) Indian Institute of Banking & Finance

(Worked as an Account Officer from 04.08.2011 to 10.10.2017)

Job Profile :

- Verification of Fixed Deposits Interest and Bonds Interest.
- Looking Investment Portfolio in Fixed Deposits and Bonds as per Investment pattern.
- Prepare and review budget, revenue, expense, payroll entries.
- Compile and analyze financial information to prepare entries to accounts.
- Monitor and review accounting and related in-house software system reports for accuracy.
- Supervise the input and handling of financial data and reports for the Company's automated financial systems.
- Resolve accounting discrepancies.
- Interact with Internal and External auditors in completing audits.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Liaison with Bankers and other financial Institutions.
- Preparation and Finalization of Annual Accounts.
- Statutory Payments i.e. Income Tax, TDS, Profession Tax, Service Tax, E-TDS return etc.
- Salary Payments to Staff through Payroll Systems.
- Bank Reconciliations.
- Issue form 16A to Vendors and form 16 to Staff.
- Other duties as assigned by higher authority.

3) Saraswat Bank (Worked as a Clerk from 24.12.2007 to 31.07.2011)

Job Profile :

- Verification and scrutiny of Loan Application forms /Documents and processed the same.
- Documentations.
- Disbursement of Loans
- Marketing of various Retail Products of the Banks.
- Follow-up with the Customers for documents and after-sales-service.
- Visit to various sites i.e. for verification of Housing Loans/Vehicle Loans

4) Sanjay M. Kangutkar & Associates

(Worked as an Account Assistant From 06.06.2003 to 31.05.2006)

Job Profile :

- Income Tax Return Filling (Salary & Business).
- Preparation of Computation of total Income, Profit & Loss A/c & Balance Sheet.
- E-TDS return filling & VAT return filling
- PAN/TAN Application Registration.
- Accounts writing & Book-keeping of the firms up to finalization.
- Auditing of various firms / Company / Co-operative Societies / Schools

Place :

Signature

Date :

(Mr. Milind Madhav)

