



## **Vidyanand Vinayak Parab**

**# 3, Hanuman Nagar, P.P.Dias Compound,  
Natwar Nagar Road no. 5,  
Jogeshwari(East), Mumbai – 400 060.  
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### **CAREER OBJECTIVE**

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To work in an organization where my skills and abilities are utilized for the company growth as well as my professional enhancement.

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### **EXPERIENCE**

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#### **MGM INSTITUTE OF HEALTH SCIENCES - NAVI MUMBAI**

**February 2020 to till date as a Accountant**

- > Checking and verifying payments of University and other units.**
  - > Maintaining Fixed deposit data.**
  - > TDS payment and return filing.**
  - > Other day to day accounting work.**
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#### **ASHMAN COMPUTERS PVT. LTD. (Education Services)**

**(Licensee of NIIT Ltd.)**

**April 2018 to February 2020 as a Accountant.**

#### **HARDSOFT LEARNING CENTRE PVT. Ltd. (Education Services)**

**(Licensee of NIIT Ltd.) –**

**September 2010 – March 2018 as a Accountant.**

- Putting on receipt and payment entry on daily basis in tallyerp9 and Preparing bank slip and bank related work.
  - Handling Petty Cash.
  - Daily Bank reconciliation
  - Admin Work.
  - Preparing Monthly Salary and Expenses Cheque.
  - **Online Payment of TDS, GST and professional tax on monthly basis**
  - **Preparing and Filing Quarterly E-TDS Return.**
  - **Preparing and Filing GST Return on monthly and Quarterly basis.**
  - Interact with internal and external auditors in completing audits
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**J. Parekh & Co. Mumbai 400002 – December 2009 – September 2010**  
**Account Assistant cum Computer operator**

**Responsibilities:**

- Maintaining Purchase & Sales register in Excel, Maintaining Creditors, Debtors, stock register & bank records.
- Preparing Quotation & follow up for quotation.
- Issuing cheques to suppliers as per due date very week. Follow up for Payment from customers and depositing cheques in Bank.
- Coordinating with Sr. Accountant and Tax consultant. Preparing CST C form details. Follow up for C & H forms from Clients.

**Neon Laboratories Pvt. Ltd. Andheri (east), August 08 – December 09**  
**Marketing Assistant**

**Responsibilities :**

- Maintaining record of field staff, preparing incentives of field Staff & Checking Monthly Expenses claim of field staff.

- Coordinating with Accounts, Hr. & dispatch department regarding Salary, Incentives, joining & requirements.
- Preparing weekly & Monthly sales reports & coordinating with field Staff for sales & their requirements.

**Aristo Pharmaceuticals P. Ltd. Andheri (West) January 07–August 08  
Clerk**

- Maintaining Purchase order, entering order in system, forwarding the purchase order in accounts department & filing.
- Entering supplier's bills in systems & forwarding to accounts department.

## **EDUCATION**

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**M.Com passed in Year 2020 from YCMOU.**

**B.Com passed in year 2006 from Mumbai University.**

**12<sup>th</sup> passed in year 2003 from Maharashtra Board**

**10<sup>th</sup> passed in year 2001 from Maharashtra Board.**

## **IT SKILLS**

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**Ms-office Based Application**

**Accounting package – Tally ERP 9**

**MS-CIT**

## **PERSONAL DETAILS**

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**Date of Birth : 13<sup>th</sup> February 1984**

**Languages Known : English, Hindi & Marathi**

**Date : 05.01.2022**

**(Vidyanand V. Parab)**