RESUME



Namdev Gunaji Arde

Mobile no. :– 9768433044 /8369929951

*Mail-ID: namdevarde@gmail.com*

Present Address: Personal Details :

Ganesh Arcade , Flat No.607 ,Marital Status :- Married

Plot no.142, Sector-04, Karanjade, **Languages:**-English,Hindi , Marathi

Navi Mumbai – 410209. **Date of Birth**: 23/03/1985

**Career Objective**

To build a successful career in the field of Logistics & Accounts, by utilizing my analytical, problem solving, communication and Interpersonal skills and fast learning abilities.

**YEOMAN MARINE SERVICES PVT.LTD**

CURRENT WORKING EXPERIENCE

**Position : - Asst. Manager (Accounts)**

**Key Responsibilities: -**

* Preparation of Financial Statement Quarterly / Yearly under Companies act.
* Preparation of Trial Balance, P&L and Balance Sheet
* Supervise accounts division along with Accounts Team.
* To ensure that accounting entries are properly passed in books and Verification of same in all respect & Process the Bills Payment transfer to finance Dept.
* Preparing of MIS Report of Deposit List , Security Deposit of Shipping Line,
* Preparing of Creditor’s having debit balance report of Monthly basis.
* To get books of accounts audited by Auditor & Auditors reports etc.
* To Prepare Tax Audit Report and get it signed by Tax Auditor.
* Ledger Scrutiny of accounts at regular intervals.
* Preparation of Salary Computation of TDS deduction & Return Data
* Preparing TDS calculation Payment & Return.
* Monthly Checking of Payment & Return data for ESIC, PF , PT etc
* Any other work instructed by management in relation to accounts.

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**SASOONDOCK MATSYODHYOG SAHAKARI SOCIETY LTD.,**

WORKING EXPERIENCE (Nov 2017 to Dec 2020)

**Position : - Accounts Manager**

**Key Responsibilities:-**

* Preparation of GST Report & Return in tally software,
* Perpetration of Commercial Invoice & Export Documents etc
* Preparation of Employee Salary , PF , PT , & TDS return & Monthly Payment
* Preparation of Assets & Liabilities , Trail Balance , P& L & Balance Sheet
* Preparation of Exports Consignment costing wise report maintains.
* Foreign payment Entries of Exports Consignment wise & Exchange rate wise entries
* Email disbursement to concerned person.
* Recordkeeping and maintenance of accounting systems
* Check accuracy of reports and procedural standards
* Checking Purchase Material’s of Supplier quantities & GST number verifying & cross check in GST website.
* All official work as Accounting related.

**MAXIMA BOILERS PVT .LTD. (Mumbai)**

WORKING EXPERIENCE (Year 2015 to 2017)

**Position : -Senior Accountant (Sales Dept)**

**Key Responsibilities:-**

* Preparation of GST Tax Invoice& GST Monthly working report
* Preparation of GST R1 , Out Put, B2B, Export-Import & HSN wise report
* Preparation of GST Tax Invoice of Manufacturing Item, (Boiler, Motor, Coil, Steam Generator, Hot Water Generator & Steam Accessories )
* Preparation of Spare & Services , Labour Service & Commissioning & Erection etc.,
* Preparation All Calculation Taxes Monthly Payment ( M-Vat, CST & Service Tax)
* Preparation of Export Commercial Invoice & Documents as per export related
* Outstanding Payment follow, C’ form reminder & weekly follow, as client list
* Receipt advance debtors entries of Indian currency & Dollar entries in spectra software.
* Bank reconciliation Statement daily update Entry in software data
* Preparation of Bank Guarantee documents as per order wise Customer’s requirements
* Preparation of TT Payment& RTGS+ NEFT, LC documents etc.
* Email disbursement to concerned person.

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RAJIVA EXPORTS / ASSAR INTERNATIONAL PTE LTD

(Navi-Mumbai & Tanzania (Dar Es Salaam)(Year 2010-15)

**Position : Accountant - Reporting to : Branch Manager & Head Office**

**Key Responsibilities:-**

* Preparation of Sales Tax Invoice Handwriting + Tally ERP 9 Version.
* Preparation of Party Outstanding Debtors / Creditors
* Bank Reconciliation Statements
* Preparation of Sales Tax & Excise Return (Monthly & Quarterly)
* BL wise Costing & Material Stock Report.
* Export & Import Stock Inward & Outward Entry.
* Preparation of Outstanding Debtors / Creditors in Tally ERP 9 Version.
* Bank Reconciliation Statements
* Preparation of Commodities Material Stock all (stock wise separate Report )
* Preparation of MIS & Monthly report

ULTRATECH CEMENT LTD

**Position : Accountant – (Year 2007 to 2010)**

**Key Responsibilities:-**

* Preparation of Sales Tax Invoice in Tally ERP 9 Version.
* Preparation of Party Outstanding Debtors / Creditors
* Bank Reconciliation Statements
* Purchase Material Stock Report Maintain in Excel Sheet
* Office Stationery & Other Official Related Material Purchased
* Petty Cash Handling
* Daily Sales, Purchase & JV entries

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Academic Record

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINATION | SCHOOL/COLLAGE | UNIVERSITY/BOARD | YEAR OF  PASSING |
| G.D.C.A | Government Diploma in Co-operation and Accountancy | Maharashtra Public Service Commission | Pursing |
| M.COM | University of Mumbai | Mumbai University | I Years 2014-15 (FAIL) |
| Bachelor of Commerce | University of Mumbai | Mumbai University | 2012-13 |
| Higher Secondary Education (H.S.C.) | Saraswati Vidhya Mandir Pachal | Maharashtra State Board | March 2003-04 |
| Secondary Education (S.S.C.) | Saraswati Vidya Mandir Pachal | Maharashtra State Board | March 2000-01 |

**Professional Qualification / Computer Skills**

* Diploma in Computerized Financial Accounting with Office Automation
* Tally Software 7.2 & ERP 9 & ERP9.1 Version.
* MS-CIT, MS-Office, MS Windows, Internet Explorer, Outlook Express, Internet Handling.
* Typing Speed 35-40 w.p.m.

Hobbies / Interests

* Reading Newspaper
* Travelling
* Playing Cricket’s

Your’s faithfully

***Namdev Arde***