

RESUME

Name: Karde Suraj Kashinath

Email Id: Surajkarde101@gmail.com

Mob. 7218834199

Current Address: Ganesh Krupa Bul.

Vivek Nagar, Akurdi Pune 411035

Education Qualification:

Degree	Marks %	Board / University	Passing Year
M.COM	74.41	S.R.T.M.U. Nanded	2020-2021
B.COM	74.51	S.R.T.M.U. Nanded	2018-2019
HSC	69.23	Maharashtra State Board	2015-2016
SSC	60.00	Maharashtra State Board	2013-2014

Professional Experience:

1. B. T. Thakur & Co Chartered Accountant Latur (1 Dec 2021 To 31 May 2022)

Working as Technical executive for **CA B. T. Thakur Sir**. I deal with maintaining the record of clients Bank statement, Purchases, Sale, Balance Sheet, Expenses Data, Validation of documents, GST, TDS data & Income Tax Return Knowledge.

2. R. P. Daga & Co. Chartered Accountant Pune (06 June 2022 To 31 July 2023)

Working Experience GST R1, GSTR2B, GSTR3B, Accounting, Reconciliation GST, GST ITC Calculation, Bank Audit, Business Audit, Trust audit etc.

Post: Accountant

3. Current Working Full Time

Company Name: ENGITECH (07 Aug 2023 To

Address: Chinchwad Pune

Sales Invoice generate Tally prime Software, Purchases order v/s Sales Invoice record maintaining, Salay working with PF, ESIC, PT. Stock statement report, TDS working, Vendor payment list, Bank related work for example Bank Guarantee, RTGS, Cash Withdraw & Deposit.

Post: Accountant & Auditor

4. Current Working Part Time: (01 Aug 2023

R. P. Daga & Co. Chartered Accountant

Post: Accountant & Auditing Work

Other Qualification:

Certificate Name	Grade	Board	Passing year
NCC C Certificate	B	53 MAH BN.NCC Latur	2019
NCC B Certificate	B	53 MAH BN.NCC Latur	2018

Project Work:

- To Study Types of Insurance Policy (LIC)
- To Study Of Marketing Strategy Anand Milk Agency

Software Are Knowledge & Certification

- CPBFI Bajaj Finserv Course MAY 2021
- Tally ERP.9 MARCH 2020
- English Typing 30 & 40 Wps NOV -2017
- MS-CIT SEP 2016
- Tally- prime with GST JAN 2023
- GST Tax power JAN 2023
- Microsoft Excel, Microsoft Word. DEC 2022
- **Exam Name:** Government Diploma Co-Operation & Accountancy(May 2023)
Board Name: Government Diploma Co-Operation& Accountancy Board Pune
Passing Year: May 2023(Result Dt: 22 Dec 2023)
Result: Pass Class

Job Profile

- Accountant & Auditor
- Back Office Work
- Bank Audit & Business Audit

Personal Details:

Full Name : Karde Suraj Kashinath
Date Of Birth : 24/05/1999
Gender : Male
Blood Group : A+
Nationality : Indian
Languages Known : English, Hindi & Marathi
Marital Status : Unmarried
Cast : Hindu-Dhangar (NT C)
Experience : 3 Year Accountant & Auditor
Permanent Address : At Post Indapur Ta. Washi Dist. Osmanabad

Declaration:

I hear by declare that the above information is true to the best of my knowledge.

Yours Faithfully
Karde Suraj