

KOLI GEETESH RAMNATH

Manori Village, Near Shalimar
Hotel, Marve Road, Post Kharodi,
Malad (West), Mumbai-400095
Mobile no: 9769998923/8169744203
Email Id: geetesh.koli@gmail.com



Career Objective:

Building successful career in all way with my ability of Hardworking, Creative and Innovating Visualization

Professional Profile:

- Disciplined and methodological way of approach
- Creative and innovative way of thinking
- Team leadership and team building abilities
- Effective interpersonal and communication skills
- Determination in achieving the set target

Strengths:

- Proven Strength in Hard work & Coordination
- Active & Determined
- Patient and Good listener
- Responsible

Work Experience:

- **Completed Articleship in C B Jain & Co. Chartered Accountants from 02nd December 2013 to 19th February 2017.**

Work Handled:

- ✓ Income Tax Return Filing (Including Payment, Revised Return, Defective Return)
- ✓ TDS Return Filing (Including Summary, Online Payment, Correction.)
- ✓ Preparing Income Tax Scrutiny Submission & Attending before Income Tax officer for Scrutiny.
- ✓ Accounts Writing, Bank Reconciliation (BRS) and Finalization of Accounts.

- ✓ Enrollment and Registration of GST.
- ✓ Internal Audit of Proprietorship, Partnership and Private limited Companies.
- ✓ Worked on Few aspects of Registrar of Companies(ROC) Type of Companies Handled:
 - ✓ Construction, Pharmaceuticals, Chemists, Cosmetics, Garments, Consultancies, Jewellery, Printing & Packaging, Medical Centre.
- **Worked with RSM Astute Consulting Pvt. Ltd from 26th June 2017 to Sep 2017.**
 - Work Handled:
 - ✓ Accounting and Preparing Budget
 - Client Handled:
 - ✓ Dharma Production Private Ltd
- I have **Personal Experience in Stock market from Dec 2018 till date.** I have been Trading in Equity Cash, Index and Stock Futures and Options, Investment in Mutual Fund.
- Currently working with **Samdani Coal Private Limited** as **Accounts & Taxation Executive** from **20/06/2022 to till date.**
 - Work Handled:
 - ✓ GST(GSTR 3B,GSTR 1 & 2B Reco, E-Invoicing, E-Way Bill Generation, GST Payment)
 - ✓ TDS(TDS Summary, TDS Payment, TDS Return)
 - ✓ Reconciliation(BRS, Debtors & Creditors Reconciliation, Stock Reconciliation, Branch Reconciliation)
 - ✓ Audit (Interacting with Statutory Auditors)
 - ✓ Accounts Writing(Sales, Purchase, Expense Entries)

Educational Qualifications:

- 2016-17- Master of Commerce(MCOM)-60.63% - University of Mumbai
- 2011-12 - Bachelor of commerce (BCOM)-82% - University of Mumbai
- 2008-09 - Higher Secondary Certificate – 70.33% - Maharashtra State Board
- 2006-07 - Secondary School Certificate – 77.07%- Maharashtra State Board

Professional Qualifications:

- Cleared Integrated Professional Competency Course [CA-IPCC] **Both Groups** - ICAI
- Cleared Common Proficiency Test [CPT] -ICAI

Other Courses:

- Certificate of Participation from **CA Aaditya Jain** for Successful Completion of Stock Market Course
- Completed TraderinMe 3.60 Programme from **Malkans Training Institute Pvt Ltd** : {Online Mode}
 1. Technical Analysis of Stock Market(Equity Cash, Futures and Options)
 2. Mindset Training
- Completed Advanced Excel Formulas Certification from **Skill Nation.**

Computer Software Knowledge:

- Well versed with MS office (MS Word, MS Excel)
- Experienced in working on Tally ERP 9.0, **Tally Prime.**
- Good knowledge in usage of M Profit Software
- Experienced in working on Winman Software for (Income Tax) & Winman TDS, **CompuTDS.**
- Internet Savvy

Personal Details:

- Date of Birth : 1st July 1991
- Gender : Male
- Marital Status : Single
- Languages Known : English, Hindi, Marathi
-

I hereby declare that the information furnished above is true to the best of my knowledge.

KOLI GEETESH RAMNATH