

# **ARAVIND S. AAGRE**

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Sahyadri Nagar, Manvelpada,  
Virar East, Palghar - 401305

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## **OBJECTIVES:**

- Seeking A Challenging Career With A Progressive Organization, Which Will Utilize My Skills, Abilities And Career & To Obtain A Responsible Position.
- To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

## **WORK EXPERIENCE**

### **B.P.PUROHIT & CO.**

**(From December 2019 to Till Date)**

- Preparation of Invoices in Tally
- Booking Sales Entries in Tally
- Booking purchase Bills Entries
- Booking Receipts and Payments
- Filing of TDS Returns
- Filing of GST Return
- Correspondence with Income Tax Dept. & Sales Tax Dept.
- Maintaining Files and Records
- Debtors follow up on mail for outstanding
- Preparation of cheques for creditors payments

### **AUROMA ACCOUNTING SERVICES PVT. LTD .**

**(From October 2017 to November 2019)**

- Preparation of Invoices in Tally
- Booking Sales Entries in Tally
- Booking purchase Bills Entries
- Booking Receipts and Payments
- Filing of TDS Returns
- Correspondence with Income Tax Dept. & Sales Tax Dept.
- Maintaining Files and Records

**PATKAR & PENDSE (CA Firm)**  
**(From February 2016 to September 2017)**

- Preparation of Invoices in Tally
- Booking Sales Entries in Tally
- Booking purchase Bills Entries
- Booking Receipts , Payment Entries
- Correspondence with Income Tax Dept. & Sales Tax Dept.
- Maintaining Files and Records

**EDUCATIONAL QUALIFICATION:**

<u>COURSES</u>	<u>BOARD/UNIVERSITY</u>	<u>PERCENTAGE</u>
T.Y.B.COM	St, Xavier's College, Autonomous (Affiliated to Mumbai University)	60.78%
H.S.C	Maharashtra State Board	57.38%
S.S.C	Maharashtra State Board	51.38%

**OTHER QUALIFICATION**

<u>Exam Passed</u>	<u>Year Of Passing</u>	<u>Division</u>
MS-CIT	2012	86%
TALLY 9	2014	A

## **PERSONAL INFORMATION:**

- **Date of Birth** : March, 14th 1991
- **Marital Status** : Married
- **Nationality** : Indian
- **Language Known** : English, Hindi & Marathi
- **Hobbies** : Watching TV, Listening to Music & Reading book

## **DECLARATION:**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**Date:**

**Place:** Mumbai

**ARAVIND S. AAGRE**