

RESUME

Mr. Yogeshwar Devidas Tavade

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CAREER OBJECTIVE

Seeking and challenging assignments in ACCOUNTS / FINANCE in a growth-oriented organization of repute. To utilize my knowledge and skill to the maximum extent and to be associated with your esteemed organization that recognizes excellence, provide opportunities, rewards with growth, which helps to motivate, upgrade and sharpen my skills and knowledge.

QUALIFICATIONS

- B Com from Yashwant Rao Chavan Maharashtra Open University

COMPUTER KNOWLEDGE

- M.S OFFICE
- Tally ERP 9.0 Tally Prime(GST) Accounting Software Operations.
- MS-CIT

SUMMARY

A result oriented professional with over 13+ years of rich experience in “Accounts” from various reputed organizations.

EXPERIENCE

Company Name: M/S Hindustan Fasteners Pvt. Ltd., Nasik.

Designation: Accountant

Duration: Feb 2007 To 31-March-22

Job Profile:

- Making Balance Sheet Discussing with Account Manager
- GST Working in Excel Sheet
- GSTR1Return
- GSTR3B Return
- GSTR 2A Reconciliation
- Maintaining Daily Records Relating to Sales, Purchase,
- Bank Reconciliation
- Customer Reconciliation
- Maintaining monthly ledger reconciliation of GR
- P.F. Reconciliation Ledger statement
- E.S.I.C Reconciliation Ledger statement
- TDS Reconciliation. Ledger statement
- Monthly Maintain Outstanding statement of debtors

- Searching the SRM site of Mahindra and Tata Motors Site for the Bill Passing status, Inspection Report of Material and Rejection etc.
- Cash Entries.
- Bank Entries.
- Sales Bill Entries.
- Purchase Bill Entries.
- Debit Note/Credit Note.
- Cash/Cheques Deposition/Withdrawal in Bank.
- Sales Wise MIS Report

Company Profile: A Reputed Vendor of Mahindra & Mahindra, Nasik & manufacturer of Industrial Fasteners.

PERSONAL ATTRIBUTES

- Ability to work in team.
- High level of motivation.
- Pleasing manners.
- Adaptability.

HOBBIES

- Reading, Traveling, Swimming listening music & singing & cricket.

PERSONAL INFORMATION

Fathers Name	:	Mr. Devidas Tavade
Date of Birth	:	27-Aug-1982
Language Known	:	Marathi, Hindi, English
Marital Status	:	Married
Nationality	:	Indian
Communication Address	:	Jail Road Nasik road Nasik,
Present Salary	:	Rs. 3.60 Lacs / Annum
Expected Salary	:	Negotiable

Place: Nasik
Date:

Mr. Yogeshwar Devidas Tavade