

SACHIN ASHOK KARPE

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OBJECTIVE

To improve & growth of the company as well as myself, since the overall growth of the company will lead to my development also.

EXPERIENCE

I was worked in Powerdeal Energy Systems (I) Pvt. Ltd. @ Villoli, Nashik as Import & Export Department from 2 May 2011 to 31st August 2013.

JOB PROFILE**Import :-**

Checking the all Import documents.
CHA Coordination regarding Import Material for Custom Clearance.
Preparing TT Payment Documents.
Checking the checklist for filling the Bill of Entry.

Export :-

Preparing Export Documents i. e. Export Invoice, Packing List, Excise Invoice, ARE 1, Beneficiary Certificate against UT-1.
Coordination with CHA for Export Clearance & Making the Bill of Lading, Certificate of Origin & Shipping Bill
Preparing Excise Invoice, & ARE 1 against Form CT-1.
Preparing Annexure 19.

Working in More & Gholap Associates Tax Consultant @ Raviwar Karanja as Accounts Assistant from 25 Dec. 2014 up to till date.

JOB PROFILE

Regular Accounting Entries in Tally ERP 9.
Prepare Vat /Service Tax/ Returns.
Prepare all GST Related Work.
Prepare GST Registration/ all GST Returns i.e. GST R3B/GST R1/ GSTR4. Checking GSTR2A.
Payment of GST.
Accounting to Finalization to Auditing of Books all working done.
Filing of Income Tax Returns of all Assesse.
Prepare Profit & Loss A/C /Balance Sheets/Capital A/C.
All GST Return Related knowledge fulfill.
Preparation of Vat Audit/Tax Audit& also upcoming GST Audit.
Prepare TDS& TCS Deduction/TDS & TCS Payment/TDS & TCS Returns.
Day to Day Clients Follow up.

EDUCATION

- B.COM in 2009 from Arts,Commerce and Science College Lasalgaon, Dist. Nashik (60%).
- H.S.C in 2005 from Arts,Commerce and Science College Lasalgaon, Dist. Nashik (71.50%)
- S.S.C in 2003 from Mahavir High School, Lasalgaon Dist. Nashik (69.73%).

G.D.C.& A. in 2012 from Government Diploma Co-Operation & Accountancy Board,
Maharashtra State, Pune. (55.17%)

ACCOMPLISHMENTS

- Good communication and negotiation skill.
- Adaptable and flexible to the circumstances.
- Hard working.

SOFTWARE SKILLS

MS-CIT

Tally ERP9. Updated Version

Well acquainted with computer handling.

PERSONAL DETAILS

- Date of Birth 02nd june 1988
- Sex Male
- Marital status Single
- Nationality Indian
- Languages English, Hindi, Marathi

Present & Parmanent Address : Patil Lane, Lasalgaon Tal. Niphad Dist. Nashik

DECLARATION

I hereby declare that all the above information furnished by me is correct and accurate.