

Career Objective :

To put my knowledge and skills to the best of my ability for solving challenging and practical problems leading to the development and growth of the organization. To constantly improve in the stimulating and learning environment through hard work and sincerity.

Professional Summary:

Over 4.5 years of Financial Accounting & Taxation experience in manufacturing industry. Well versed in building intelligence and insights through weekly, monthly and yearly consolidated reports. Hands on experience of Taxation like GST, Excise, & Service Tax, Export and Commercial work. Vendors reconciliation, Returns & Reports of Tax, 'C' Form Work, Good working knowledge of ERP Module specially BAAN ERP.

Professional Work Experience:

3. LIEBHERR CMCTec India Pvt. Ltd. (From 16th April' 2018)

Working with LIEBHERR CMCTec India Pvt. Ltd., Dhaygudewadi, Pune, (a Germany based MNC, Construction, Mining equipment manufacturing company) as a **Account & Finance Executive**.

Principal Duties and responsibilities:

- Monthly GST Return working, Payment and online filing. (GSTR1, GSTR2, GSTR3-B).
- Reconciliation of GSTR2-A Vs. Purchase Register.
- Monthly Reconciliation of Sales, Purchase and ITC.
- Quarterly working and filing of ITC 04 GST Return For Job work.
- Monthly Professional Tax Return filing,
- Duty Drawback and IGST Refund working.
- Maintain the records of ITC, Export Sales, GST Returns.
- Handel Export, Import & Commercial related all work.
- Account Receivable, Bank Reconciliation.
- Support to GST Audit, Tax Audit, Internal Audit and Statutory Audit.

2. STARION INDIA Pvt. Ltd. (From 29th March'2017 to 15 April 2018)

Working with STARION INDIA Pvt. Ltd., Ranjangoan MIDC, Pune, (a Korean based MNC, Refrigerator and Cooler Manufacturing company) as a **Account Executive**.

Principal Duties and responsibilities:

- Working with ERP system.
- Monthly GST Return working and online filing. (GSTR1, GSTR2, GSTR3-B).
- Monthly Reconciliation of Sales, Purchase and ITC.
- Maintain the records of ITC, Export Sales, GST Returns.
- Monthly Import bill booking.
- Handel Export and Commercial related all work.
- Working and Filing of Excise Return (ER-1) & Service Tax Return.
- Support to Excise Audit, Internal Audit and Statutory Audit.

1. JABIL Circuit (I) Pvt. Ltd., Pune (Nov'2014 to March 2017)

Worked 2.5 year with JABIL Circuit (I) Pvt. Ltd., Ranjangaon MIDC, Pune, (a US based MNC, Electronic Manufacturing Service Provider) as a **Finance Trainee**.

Principal Duties and responsibilities:

- Worked with SAP system.
- Made report for Monthly on the Purchase Tax Return & Sales Tax Return, VAT, CST,
- Filling Online Returns & Reports like Excise (ER1 & ER2)
- Both Vendors & Customers 'C' Form Work.
- Reconciliation of Vendor Transactions.
- Passing adjustment entries. .
- Enter and Upload Invoices into System.
- Cenvat and Sales Resister working.
- Monthly Report for Export & Local Invoice.
- Making Export & local Invoicing.
- Uploading Day to day Journal Entries in SAP.
- Provide Supporting Documentation for Audits.

Professional Qualification:

- MBA (Finance) From Pune University with 1st class in Jun' 2013.
- Government Diploma in Co-operation and Accountancy (GDC&A). Passed Dec.2013.

Educational Qualification:

- BSc From Pune University 1st Class with Distinction in Jun' 2010
- H.S.C. From Pune Board with 1st class in Jun' 2007.
- S.S.C. From Pune Board Pass in Jun' 2005.

System Knowledge:

- ERP BAAN
- ERP (Finance) Module,
- SAP FI Module,
- MS Excel, Word & PowerPoint.

Achievements & Extra Curricular Activities:

- Completed MS-CIT. in 2007.
- Good knowledge of Taxation (GST, Excise, Service Tax, VAT, etc.)

About Myself:

Name : Goraksh Dnyandeo Narhe
Date of Birth : 25th Feb 1990.
Gender : Male.
Marital Status : Single.
Contact No. : 9767179266.
9960806228 (in case above no. is not reachable).
E-mail Id : gorakshnarhe@gmail.com
Languages Known : Marathi, Hindi, English. (W,R,S).
Hobbies : Playing, Watching TV News .
Interest Areas : Finance, Accounts, Taxation & Export and Import.

Declaration:

I hereby declare that all the statements and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

Regards,

(Goraksh D. Narhe)

Date :

Place : Pune