



SAINATH THORE

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Objective: Seeking to obtain accountant opportunity which will benefit of my experience and comprehensive knowledge of relevant systems and software.

KEY SKILLS

- 8 years of work experience in Finance, Accounts and Taxation
- Exposure to formulation cost effective solutions of enhancing the accounting and taxation operations
- Good knowledge of filing GST Returns and Income Tax returns
- Proficient in preparing & maintaining statutory book of accounts.
- Strong knowledge of TDS, Sales Tax and GST related matters
- Utilization of developed analytical and problem-solving skills as well as understanding of tax and accounting software.
- Ability to multi-task with a result-oriented outlook.

WORK EXPERIENCE

Company : TASTE'L FINE FOOD PVT. LTD.

Period : Oct 2016 – Present

Designation : Sr. Account Executive

1. Maintaining and handling Book of Accounts in Tally ERP
Export and Domestic Sales, Purchase, Bank, Journals
Handling Petty Cash on daily basis and maintaining in system
2. Banking Work
 - Bank Reconciliation of Current account and EEFC account.
 - Application of PCFC Loan /EPC Loan
 - Export Billing to buyer through Bank – FBP & FCD and Liquidate foreign Inward Remittance
 - Foreign Client Payment – Foreign Outward Remittance
 - Preparing & Submitting documents to Bank for BRC Purpose.
3. Taxation
 - Filing of Compliance - GST, TDS, Profession Tax, Applying C, H & F Forms Online.
 - Assisting in preparing Tax Audit & Vat Audit Reports.
 - Preparing & Submitting documents to Sales Tax Departments for Sales Tax Assessments.
 - Debtors & Creditors Ledger Reconciliation.

Company: Shirish P. Surte – Tax Consultant

Period : Nov 2012 – Sept 2016

Designation: Accounts Assistant

Responsibilities:

- Maintaining and handling Book of Accounts in Tally ERP
Export and Domestic Sales, Purchase, Bank, Journals
- Finalization of Book of Accounts for Proprietary and Partnership Firm
Assisting in preparation of Tax Audit and Vat Audit Reports
- Filing of Compliance – VAT, CST, TDS, Professional Tax
Online Applying C Forms, H Forms & F Forms

ACADEMIC CREDENTIALS

- December 2013 Diploma in Financial Management from Welingkar Institute
- March 2012 B. Com Mumbai University
- Feb 2009 HSC Maharashtra State Board
- March 2007 SSC Maharashtra State Board

COMPUTER PROFICIENCY

- Tally 7.2, Tally ERP 9, ERP
- Proficient in Microsoft Excel, MS Word, Internet and Email applications.

PERSONAL DETAILS

Date of Birth : 3rd July, 1992

Languages Known : English, Hindi, & Marathi.

Marital status : Unmarried

Address : 509, Aarav Heights, Nemade Gali, Juni Dombivli, Dombivli (West), Thane-421201.

References : Can be provided on request