

# RESUME

TANMAY DINKAR GAWADE

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## Professional Preface:-

To enhance my skill-set by working in a challenging and competitive environment while at the same time contributing to the growth and progress of the organization and to put in best efforts towards company growth.

## Academic Qualifications:-

EXAM / DEGREE	INSTITUTE/UNIVERSITY	YEAR OF PASSING	% AGE
M Com	PUNE	May-2012	52.68%
B Com	PUNE	Apr-2009	60.00%
H.S.C.	NASHIK	Feb-2006	76.17%
S.S.C	NASHIK	JUN-2004	59.46%

## Professional Career:-

➤ CA CPT PASSED

## Appear Course:-

ICA- INSTITUTE OF COMPUTER ACCOUNTANT

SAP- ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, NEGATIVES

## Work Experience:-

Working in Accounting & Finance for more than 6 years. Following are the Industries I have worked for :-

Manufacturing Sector, Service Sector, Construction Sector, & IT Sector.

Now the India is One Country One Tax i.e GST

GST introduced from 1<sup>st</sup> July 2017

Knowledge about GST

GST Online Payment

GST Computation as per requirement

Knowledge about GST Compliance

GST Rate of Taxes etc.

Handle & Managing Internal Audit of the Company on the basis of Monthly quarterly etc.:-

- Review the company's financial statements to know about the financial position of the company and also review the journals entries.
- Responsible for finding out the weaknesses in the accounting records and systems during auditing.

- Responsible for giving statistical analysis on the effectiveness of accounting policies.
- Responsible for giving advice to the management through recommendation in their audit discussions.
- Responsible for designing and operating the information, reporting system, procedures and controls to meet external financial statements.

### **Job Description**

#### **HOTELEVENING INN PVT LTD (UNDER ASHOKA EDUCATION FOUNDATION) (As a Account's Officer)**

##### **Feb-2019 to Present**

- **Working in Tally ERP9**

##### **Bill Booking:-**

- Responsible for Verification and Approval of Purchase Invoices and Expense Vouchers.
- Responsible for Verification and Approval of Sales Invoices.
- Verification and Approval of Debit and Credit Notes.
- Pass the Journals Entries and day to day Exp Just like Salary, PF,PT,ESIC, TDS etc
- Checking and Verification of Deducting PF and ESIC.

##### **Finance:-**

- Responsible for Bank Reconciliation Statement.
- Checking Verification and Approval of Cash Receipts and Payments Vouchers.
- Responsible for Suppliers Payment and Collection from Debtors
- Payment of Government Dues – GST Tax, Advance Tax, TDS etc.

##### **Taxation:-**

- Prepare the GST Working – GSTR1 , GSTR-3B, GSTR-2A
- Filling GST Return online.
- Responsible for Deducting TDS from Advt., Professional Fees, Expense and Labour Invoices.
- Prepare TDS Statement Monthly Quarterly.

#### **Eluminous Technologies Private Limited, Nashik (As a Account's Executive)**

##### **Dec-2016 – Dec-2018**

#### **REGULAR ACTIVITIES- I.E.- BILL BOOKING, FINANCE, TAXATION&PAYPAL & 2 CHECK OUT A/C - :**

##### **In a IT Sector, Having work Experience as Follow –**

- **Daily Communicate to Director's to reporting day to day Activities**
- **Major Working with PAYPAL & 2 CHECK OUT ACCOUNT'S**
- **Working in Tally ERP- 9,**
- **Daily check-up the Accounts of PayPal& 2 Check-out with communicate and Reporting to all Department wise Manager's**
- **Daily Updating Sheet of Sales with department wise & Online Billing from the PayPal Account.**
- **Handling FUND A/c of Company. How to Purchase and redeem the amount form the fund accounts.**
- **Also carried out all the activities related to Accounts & Finance Dept.**
- Responsible for Verification and Approval of Purchase Invoices and Expense Vouchers.
- Verification and Approval of Debit and Credit Notes.
- Pass Journal Entries of **PAYPAL & 2 CHECK OUT ACCOUNTS.**
- Checking and Verification of Deducting PF and ESIC.
- ResponsibleforBankReconciliationStatement.
- Checking Verification and Approval of Cash Receipts and Payments Vouchers.
- Responsible for Suppliers Payment and Collection from Debtors..
- Payment of Government Dues -TDS, Profession Tax and Employee Provident Fund, GST.

## **Mobile Telecommunication Limited (As a Sr. Accountant)**

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**Sep-2016 to Nov-2016**

- **Working in Tally ERP9**

### **Bill Booking:-**

- Responsible for Verification and Approval of Purchase Invoices and Expense Vouchers.
- Verify and Approval of Supplementary Purchase Invoices of Rate Increase or Decrease of items.
- Verification and Approval of Debit and Credit Notes.
- Pass Journal Entries of Stock Transfer.
- Checking and Verification of Deducting PF and ESIC.

### **Finance:-**

- Responsible for Bank Reconciliation Statement.
- Checking Verification and Approval of Cash Receipts and Payments Vouchers.
- Responsible for Suppliers Payment and Collection from Debtors
- Payment of Government Dues – GST, Advance Tax, TDS, Profession Tax and Employee Provident Fund.

### **Taxation:-**

- Responsible for Deducting TDS from Expense and Labour Invoices.
- Prepare VAT Computation Statement, TDS and TCS Statement.
- Maintain RG23A PART II (Manufacturer), and RG1.
- Prepare Excise Duty Computation, Filing ER-1 (Monthly) & ER-3 (Quarterly).

## **Aaradhya Accounting Services (Executive Accounts)**

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**June-2013 to May-2016**

- **Working with around 21 companies Accounts Writing As follows :-**

### **1) ACCOUNTING ENTRIES IN TALLY ERP 9-**

Purchases invoice, sale invoice, journal entries, bank statement, debit note, credit note all types of accounting entries done in Tally ERP 9. Using Tally 9, Tally ERP 9.

### **2) PREPARATION THE COMPUTATION OF VARIOUS TAXES-**

Preparation the VAT computation and VAT Payment as per the due date. Preparation the Excise computation as per with RG J1 & RG23 PART 2 as per the requirement and duly the take out the excise figure. Also preparation the services tax and TDS working as per requirement.

### **3) RETURNS KNOWLEDGE-**

MVAT return filling within the due date of every or quarterly months ending.

4) Finalization of data such as Ownership Company, small scale company proprietor, any small scale business.

## **4M ENGINEERING WORK NASHIK (SMALL SCALE INDUSTRY) (Accountant)**

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**June 2012 to May-2013**

### **Job Description**

- **AS ABOVE WORKING, ACCOUNTS WRITING, BRS, LIST OF DEBTOR AND CREDITORS.**

**It's Proficiency:-**

- **MS CIT Passed with Distinction.**
- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point.
- Internet Browsing
- Typewriting: -           40wpm (English)           SumitTypewriting,PavanNagar, Nashik

**Strength:-**

- Strong problem solving ability & Quick learner.
- Leadership Qualities & Like to take initiative.
- Highly dedicated and have positive Attitude.
- Great interpersonal skills and like to work in Team.
- Hard Working and Focused.

**Personal Details:-**

- D.O.B.                               : 13<sup>th</sup> Oct 1988.
- Gender                               : Male
- Marital Status                   : Married (One Son)
- Nationality                       : Indian
- Languages                       : English, Hindi, Marathi.
- Permanent Add.                 : 303, Anudeep Soc, Kamathwade Rd, DGP Nagar-2 Nashik Maharashtra

**Declaration:-**

I consider myself familiar with Post Graduation aspects. I am also confident about my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:** \_\_\_\_/\_\_\_\_/2020

**Place:** Nasik

**TANMAY D. GAWADE**