**CURRICULUM VITAE**

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| **Personal Information** |

**Name : Tushar Shirish Malve**

**Address** **:** **Padmashri Banglow,**

**Lingayat Colony,**

**Pune Road Nashik**

**Contact No**. **:** **9373439430**

**Email Id** **:** [tusmalve@gmail.com](mailto:tusmalve@gmail.com)

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| **Career Objectives** |

To build a career with leading Corporate of high tech environment with Committed & Dedicated associates. Seeking a position that would help me gain exposure and experience in the field of Accounting and finance management job to satisfy organizational needs where I can prove my ability through my sincerity, dedication and hard work.

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| **Summary of Skills & Experience** |

**Personal Skills**  **:** Responsible, Good communication Skill, Leadership Creative and Resourceful.

**Professional Skill :** I have 8 years experience in field of Accounts Payable, Accounts Receivable,

Revenue, TDS, VAT, Service Tax, P.F., Profession Tax, MIS, Various

Management Reporting, Banking, Forex – Inwards outward remittance.

(4+ Years in IT/Software Industry)

Having knowledge of various Accounting Software

**Tally (4.5,5.4,6.3,7.2, Tally. ERP 9) & Zoho Books Accounting Software**

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| **Work Experience** |

**Organization** : Unicus Risk Advisors LLP

**Industry Type :** IT Sourcing

**Designation**  **:** ASSISTANT MANAGER – ACCOUNTS & ADMIN

**Duration** **:** 24th Feb 2020 to 30th Jun 2020

**Job Profile :**

**ACCOUNTS PAYABLE& RECEVIABLE**

GST Calculation, GST Payment & Filling GST Returns

GST Audit , GSTR2A Reconciliation , 26 AS Reconciliation

Supplier Invoice Booking, Processing & Payments, Monthly Provisions.

RTGS Transfer & Outward Remittance.

Statutory Payments like as GST, TDS, P.F., Prof. Tax, Vat& Service Tax.

Monthly Working on PT ,TDS, VAT, Service Tax & submission of there quarterly return,

Handling Bank & Petty Cash Transaction on day-to-day basis.

General Ledger Scrutiny & Bank Reconciliation of various units.

Preparation of Schedules.

**FOREX RELATED WORK**

Issue & Reload of Forex in various currencies as per company policy

Overseas Settlement of Forex in various currencies.

Lessoning with Forex Dealer & Bankers

Making online Foreign Travel Insurance Policy for employee.

**ADMINSTRETIVE WORK**

Tracking of Telephone Bills, Mobile Bills, Data Communication/Internet Access Bills, Society Maintenance

Bills, Electricity Bills, Shop Act License, ESIC Compliance &Fill up various type of forms form employees like

as PF account Opening, Closing, Withdrawal, Medical Reimbursement form, Travel Settlement Form etc.

**REPORTING**

Various Segment Reporting Client wise, Internal Reporting, Revenue Reporting, Expenses Reporting.

**AUDIT WORKING**

Prepare various types of schedule for auditors, & show all necessary / impotence documents / supporting to

Auditors.

**Organization** : **Savali Management Consultancy Pvt Ltd.**

**Industry Type :** IT Sourcing

**Designation**  **:** Sr.Finance Executive

**Duration** **:** 01st August 2017 to 17th FEB 2020

**Job Profile :**

**ACCOUNTS PAYABLE& RECEVIABLE**

GST Calculation, GST Payment & Filling GST Returns , GST Audit

GST Audit , GSTR2A Reconciliation , 26 AS Reconciliation

Supplier Invoice Booking, Processing & Payments, Monthly Provisions.

RTGS Transfer & Outward Remittance.

Statutory Payments like as GST, TDS, P.F., Prof. Tax, Vat& Service Tax.

Monthly Working on PT ,TDS, VAT, Service Tax & submission of there quarterly return,

Handling Bank & Petty Cash Transaction on day-to-day basis.

General Ledger Scrutiny & Bank Reconciliation of various units.

Preparation of Schedules.

**ADMINSTRETIVE WORK**

Tracking of Telephone Bills, Mobile Bills, Data Communication/Internet Access Bills, Society Maintenance

Bills, Electricity Bills, Shop Act License, ESIC Compliance &Fill up various type of forms form employees like

as PF account Opening, Closing, Withdrawal, Medical Reimbursement form, Travel Settlement Form etc.

**REPORTING**

Various Segment Reporting Client wise, Internal Reporting, Revenue Reporting, Expenses Reporting.

**AUDIT WORKING**

Prepare various types of schedule for auditors, & show all necessary / impotence documents / supporting to

Auditors.

**Organization** : **Seed Infotech Ltd.**

**Industry Type :** IT/Software

**Designation**  **:** Sr.Finance Executive

**Duration** **:** 24th November2014 to 15th June 2017

**Job Profile :**

**ACCOUNTS PAYABLE**

Supplier Invoice Booking, Processing & Payments, Monthly Provisions.

RTGS Transfer & Outward Remittance.

Statutory Payments like as TDS, P.F., Prof. Tax, Vat & Service Tax.

Monthly Working on TDS, VAT, Service Tax & submission of there quarterly return,

Handling Bank & Petty Cash Transaction on day-to-day basis.

General Ledger Scrutiny & Bank Reconciliation of various units.

Preparation of Schedules

**REPORTING**

Various Segment Reporting Client wise, Internal Reporting, Revenue Reporting, Expenses Reporting.

**AUDIT WORKING**

Prepare various types of schedule for auditors, & show all necessary / impotence documents / supporting to

Audit

**Organization** : **Sigma Software Solutions Pvt. Ltd.**

**Industry Type :** IT/Software

**Designation**  **:** Executive Accounts

**Duration** **:** 12th July 2010 to 31st May 2013

**Job Profile :**

**ACCOUNTS PAYABLE**

Supplier Invoice Booking, Processing & Payments, Monthly Provisions.

RTGS Transfer & Outward Remittance.

Statutory Payments like as TDS, P.F., Prof. Tax, Vat & Service Tax.

Monthly Working on TDS, VAT, Service Tax & submission of there quarterly return,

Handling Bank & Petty Cash Transaction on day-to-day basis.

General Ledger Scrutiny & Bank Reconciliation of various units.

Preparation of Schedules.

**FOREX RELATED WORK**

Issue & Reload of Forex in various currencies as per company policy

Overseas Settlement of Forex in various currencies.

Lessoning with Forex Dealer & Bankers

Making online Foreign Travel Insurance Policy for employee.

**ADMINSTATIVE WORK**

Tracking of Telephone Bills, Mobile Bills, Data Communication/Internet Access Bills, Society Maintenance

Bills, Electricity Bills, Shop Act License, ESIC Compliance &Fill up various type of forms form employees like

as PF account Opening, Closing, Withdrawal, Medical Reimbursement form, Travel Settlement Form etc.

### MUTUAL FUND & INVESTMENTS

Handling Investment in Mutual Fund & Fixed Deposit.

Investing, Profit Booking, Redemptions, Dividend Accounting, Interest Accounting, P & L Accounting &

Research on Indian Market & Preparation of Schedules as per auditor requirement.

# FIXED ASSETS

Invoice Booking of Fixed Assets, Maintain Fixed Assets Register, Installation Report.

Calculate depreciation as per income tax rules.

**REPORTING**

Various Segment Reporting Client wise, Internal Reporting, Revenue Reporting, Expenses Reporting.

**AUDIT WORKING**

Prepare various types of schedule for auditors, & show all necessary / impotence documents / supporting to

Auditors.

**Organization - Trust India Pune**

(Working period 1St March 2007 to 30th June 2010)

- Accounting Entries &Audit Work

- Processing of vendors bills

- Bank Transaction, Handling Petty Cash

- Bank Reconciliation, General ledger Scrutiny - Reconciliation

Duration - 3.4 years

**Organization - Bedmutha Group of Company Ltd.**

(Working period 1St Oct 2005 to 15th Feb 2007)

- Accounting Entries

- Processing of vendors bills

- Bank Transaction, Handling Petty Cash

- Bank Reconciliation, General ledger Scrutiny - Reconciliation

Duration - 1.4 years

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| **Educational Qualifications** |

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| Class | Board/University | Year | Grade |
| S.S.C. | Nasik | 1998 | Second Class |
| H.S.C. | Pune | 2000 | Second Class |
| B.COM | Pune | 2004 | Pass Class |
| GST PRACTITIONER | Pune | 2018 | Pass Class |

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| **Computer Proficiency** |

Operating System : Windows 95/98/2000/XP/2007

Packages : Tally ( 4.5 , 5.4 , 6.3 , 7.2 , Tally. ERP 9)

MS Office : Outlook Express, Word , Excel , PowerPoint.

Computer Hardware : Diploma in Computer Hardware Engineering.

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| **Personal Details** |

DOB : 21st June 1983

Sex : Male

Nationality : Indian

Languages Known : English, Hindi, Marathi

Hobbies : **Travelling to Abroad**

**2015 – Bangkok**

**2016 – Malaysia**

**2017 – Dubai**

**2018 – Singapore**

**2019 - Maldives**

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| **Declaration** |

I hereby declare that all information furnished above is true to the best of my knowledge.

**Signature**

**Tushar Malve**

**Date :**

**Place : Pune**