

**VIJAY RAMBARAN MAURYA**  
**9819108480**  
**vijaym4583@gmail.com**



## OBJECTIVE

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Work and learn that contribute best for the growth of the organization by continue developing and sharing my skill ability.

## SKILLS

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- Computer - Ms Office, Internet
- Accounting Software - Tally Prime, Dynamic 365

## EXPERIENCE

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**Jan-2025 -**  
**ASST. MANAGER**  
**TAXATION**

**PRO BODY BALANCE PVT LTD-(PITTIE GROUP)**

- \*Handling Gst Notices on PAN India level
- \*Checking Working of GSTR-, GSTR-3B & RCM Working and Making payments
- \*Filling Gstr-9 Annual Return
- \*Checking Working of ISD GSTR-6
- \*Preparing details for Tax Audit Report
- \*TDS Ledger scrutiny & TDS payments

**Nov-2012 - Jan-2025**  
**SR. ACCOUNT**  
**EXECUTIVE**

**SHARPLEX FILTERS (INDIA) PVT. LTD., Plot No. R-664**  
**TTC Indl Area MIDC Rabale Navi Mumbai-400701**

- \*Preparation of Profit & Loss A/C, Balance Sheet with Schedule \*3CD & Directors Report with Annexure
- \*Monthly Gst filling (Gstr-1 & Gstr-3B) \*Gst Annual Return-9 & 9C \*Gst Job Work Return ITC-04 \*Attending Gst Scrutiny & Assessment \*Issuing Bank Guarantee & keeping it's record \*Accounting of Securities (Equity & F&O and Mutual Fund) \*Handling Internal & Statutory Audit \*Keeping Record of Fixed Deposit \*Handling Director's Personal Account, GST & Investment and Advance Tax Working

**Jun-2009 - Oct-2012**

**SATYAM ALLOYS PVT. LTD., B-10 Sidhpura Indl. Estate**  
**Amrut Nagar LBS Marg Ghatkopar West**  
**Mumbai0400086**

**ACCOUNTANT**

\*Complete data entry is tally (Sales, Purchase, Expense, Receipt & payment) and Bank Reconciliation \*Filling Vat Return & working of 704 Vat Audit Report and Issuing "C" Form \*Monthly TDS payment and Qtrly Filling Return \*Preparing Schedule of Profit & Loss A/c and Balance Sheet

**Jul-2007 - Jun-2009**

**PARAMOUNT MECHANICS PVT. LTD., 112 Hillview Indl. Estate Amrut Nagar LBS Marg Ghatkopar West Mumbai-400086**

**ACCOUNT ASSISTANT**

\*Entry of Sales, Purchase, Expense, Receipt & payment and Bank Reconciliation \*Monthly Vat Return & Issuing "C" Form \*Filling Qtrly TDS Return \*Handling Petty Cash

**Jun-2005 - Jul-2007**

**PC. DHOLAKIA & CO., B-102 Kailash Esplande Opp. Shreyas Cinema LBS Marg Ghatkopar West Mumbai-400086**

**ACCOUNT & AUDIT ASSISTANT**

\*Data Entry of Sales. Purchase, receipt & payment and Bank Reconciliation \*Preparing Vat Return \*Calculating FBT \*Visiting for audit at client office

**EDUCATION**

Degree / Course	University / Board	Percentage / CGPA	Year of passing
M.COM	Pune University	Pass Class	2008
B.COM	Mumbai	II Class	2003
HSC	MUMBAI	II Class	2000
SSC	MUMBAI	II Class	1998

**HOBBIES**

Reading Book

**ADDITIONAL PERSONAL INFO**

Address

FLAT NO. 301 A-1 WING JANUNAGAR BESIDE CHURCH NR. REGENCY ESTATE DAWDI DOMBIVLI EAST-421203 MAHARASHTRA

Languages

Hindi English Marathi

Date of Birth

04/05/1983