

**Mahesh Narhari Sanzgiri**  
B/403, Shivsagar CHS Ltd, Ashok Kedare Chowk, T.P. Road, Bhandup (West )  
Mumbai - 400078.  
Contact: (M) 98921 56748



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### BRIEF OVERVIEW

- Strong experience in the area of accounts.
- Sense of responsibility & commitment to achieve assigned targets.
- Ability to work independently & decisive.
- High level of motivation & commitment to work hard.
- liaised with auditors.

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### PROFESSIONAL EXPERIENCE

1. *Dhanraj Dhadda Exports (Govt. Recognised Trading House) as an Accounts Executive from May 1995 to March 2006.*
  2. *Scintillating Jewellery as an Sr. Accounts Executive & now Accounts Manager from April 2006 to April 2025.*
  3. Freelance Accountant in the M/s Akshara Hospitality Services from June 2025 to Present.
- Finalization of accounts for all group companies and providing accounting services in accordance with statutory requirements, adaptability to tax audit & liaisoning with auditors, co-ordination with banks.
  - Compliances of statutory matters with respect to TDS related issues, Verification of returns (Income Tax and VAT & GST). Adhering to compliances of statutory payments.
  - Keeping track of BRD, PCFC and term loan facilities given by Bank/s.
  - Preparing Bank Reconciliation and Supervision of day to day banking transactions.
  - Preparation of stock statements & Valuation of Inventory.
  - Preparation of weekly & monthly MIS reports.
  - Verification of vendor bills, reconciliation of accounts payable & receivable and payments to creditors.
  - Verification of payroll before disbursement of salary.
  - Payroll Accounting, liaison with P.F and ESIC departments.

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### EDUCATION

Passed B. COM from Mumbai University in the year 1995 with Accounting as a major subject

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### COMPUTER KNOWLEDGE

Completed MS-CIT course; proficient in MS Office and Tally software applications

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### STRENGTHS

- Good knowledge of the accounting procedures and requirements.
- High level of focus on work quality / attention to details & accuracy.

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### PERSONAL DETAILS

Date of Birth - 3<sup>rd</sup> January, 1974  
Marital Status - Married