

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



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.

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 & liaising 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.

EDUCATION

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

COMPUTER KNOWLEDGE

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

STRENGTHS

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

PERSONAL DETAILS

Date of Birth - 3rd January, 1974
Marital Status - Married
