

SANDEEP D. SHETTY

*B/104, Vinay Hermitage, Opp. New India Co-op Bank, Poonam Garden, Off. S. K. Stone,
Mira Road (East), Thane Dist. – 401 107.*

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Career Objective

To optimize my knowledge & Skill as an **Effective Accountant** to achieve organizational goals.

Academic Background

Post Graduation : **E - MBA (Finance)** from NIBM, Chennai in 2008.

Bachelor's Degree : **B.Com** from S.D.P.T. F. G. College, Kateel, Mangalore in 2001.

Schooling : **HSC** from S.D.P.T. P. U. College, Kateel, Mangalore in 1998
SSC from Govt. High School, Vidyanaagar, Udupi in 1996

Computer Literacy

Zoho Books , Tally Prime, Tally ERP 9, MS Office, Good Knowledge of Internet

Work Experience

Currently working with. **M/s. Rajesh Shetty & Company Chartered Accountants. Mumbai** as **Manager – Accounts.** Joined in **July 2020.**

Duties and Responsibilities:

➤ ACCOUNTS :-

- **Writing & Finalization of Books of Account** up to preparation of financial statements
- Preparation of **Bank Reconciliation** with Books.
- **Ascertaining Expenses** for current period and **Prepaid Accounting.**
- **Reversal and Booking of Exp. Provisions** in Accounting Package.
- **TDS Balances Review and Payment**

- Reconciliation of **Inter-company/Branch Balances**
- Accounting of **GST Input Credit Reconciliation with GSTR 2A / 2B with Books.**
- Accounting of **Customer TDS Reconciliation with 26AS.**
- **Ledger Scrutiny of various ledgers**, to find out whether the all transactions are properly booked or not and take corrective measures, wherever required.
- Preparation of details for **Income Tax, Sales Tax and Service Tax assessments.**
- Auditing Work of Clients i.e. Statutory, Internal etc.

M/s. Systematic Steel Industries Ltd. Mumbai.

Worked as an **Assistant Manager – Accounts**. From **March 2005 to June 2020**.

Duties and Responsibilities:

➤ **ACCOUNTS :-**

- **Writing & Finalization of Books of Account** up to preparation of financial statements
- Preparation of **Outstanding Debtors Statement** for Following - up of payment.
- **Cross Checking of Suppliers Invoices** with supporting documents such as **purchase order, GRN etc.** for making payment.
- Issuing **Debit Note** to Creditors for **Difference in Rate, Quantity, Price & Transportation / Credit Note** to Debtors for **Difference in Rate, Quantity & Price.**
- Preparation of **Bank Reconciliation** with Books.
- Ascertaining Expenses for current period and **Prepaid Accounting**.
- Reversal and Booking of Exp. Provisions in Accounting Package.
- **TDS Balances Review and Payment**
- Reconciliation of **Inter-company/Branch Balances**
- Accounting of **GST Input Credit Reconciliation with GSTR 2A / 2B with Books.**
- Accounting of **Customer TDS Reconciliation with 26AS.**

- **Ledger Scrutiny of various ledgers**, to find out whether the all transactions are properly booked or not and take corrective measures, wherever required.
- **Preparation of details for Income Tax, Sales Tax and Service Tax assessments** and coordinating with Tax Consultants of Organization.
- **Coordinating with auditors** i.e. Statutory, Internal etc.

M/s. Rational Engineers Pvt. Ltd. Mumbai.

Worked as an **Accountant** from **February 2003 to March 2005**.

Duties and Responsibilities.

> ACCOUNTS :-

- **Passing of data entries** for Purchases, Sales, Cash & Bank Invoices/ Vouchers.
- Keeping Track on **banking day to day Transactions**.
- Preparation of **Monthly Stock Statement and Debtors Statement** for working Capital limits with Banks
- Co-ordination and preparation of documents for Bills Discounting and Letter of credit matters.
- **Corresponding with Bank Officials** in respect of company's transactions

M/s. S. K. Shetty & Co. Chartered Accountants. Mumbai.

Worked as an **Account Cum Taxation Assistant** from **February 2002 – February 2003**.

Duties and Responsibilities.

> ACCOUNTS :-

- Preparation of **Bank Reconciliation Statement**
- **Writing of Books of Account** of Clients
- **Follow up** for Payments from Clients
- Assisting in **Accounting and Taxation** Functions of clients.

Extra-Curricular Activities

Playing Cricket, Volley Ball, Table Tennis, Social Service (Associated with N.S.S)

Personal Information

Date of Birth : 03rd October 1979
Nationality : Indian
Passport : **G-1706873**
Languages Known : English, Hindi and Kannada.
Hobbies : Cricket and Traveling
Areas of Interest : Accounts, Finance & Taxation
Strengths : Dedicated, Hard Working, Self-Motivated.