

# ***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, Vidyanagar, 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.**
- **Auding Work of Clients** i.e. Statutory, Internal etc.

## **M/s. Systematic Steel Industries Ltd. Mumbai.**

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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.**

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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.**

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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

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