

VIJAY RAMBARAN MAURYA
9819108480
vijaym4583@gmail.com



OBJECTIVE

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

SKILLS

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

EXPERIENCE

Jan-2025 -	PRO BODY BALANCE PVT LTD-(PITTIE GROUP)
ASST. MANAGER TAXATION	*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	SHARPLEX FILTERS (INDIA) PVT. LTD., Plot No. R-664 TTC Indl Area MIDC Rabale Navi Mumbai-400701
SR. ACCOUNT EXECUTIVE	*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