Aakash Punjahari Korhale

Govind Complex, ‘D’ Wing, 203, Tisgaon Naka, Near

Jarimari Gate, Kalyan (E) Pin Code: 421 306.

Mobile : +91-7718073030C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD14829_.gifE-Mail : akorhale14@gmail.com



**Career Objective –**To grow in a progressive organization where the blend of my knowledge and enhanced professional skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

EXPERIENCE

* **Worked with Chartered Accountant Tolia & Associates  
  Designation**: Auditor( May 2010 to Oct 2010)  
  **The job Roles:**
* HandlingDaily Accounting transaction in Tally ERP.9
* Checking bill amount & quantity with GRN & PO.
* Handling Bank Reconciliation.
* Keeping track of Accounts Receivable and Accounts Payable.
* Checking KYC(Know your Customer) & Expenses Vouchers.
* Handling VAT calculation.
* **Worked with Siddhi Securities  
  Designation**: Accounts Assistant( June 2013 to Feb 2014)  
  **The job Roles:**
  + Handling Daily Accounting transaction in Tally ERP.9
  + Handling VAT calculation.
  + Complete support to vendors for their payments & queries.
  + Vendor & Payment to Vendor on regular basis.
  + Vendor Reconciliation on Regular basis.
* **Worked with Chartered Accountant Quality Source Services.  
  Designation**: Accounts Assistant( March 2014 to Oct 20l6 )  
  **The job Roles:**
  + Handling Daily Accounting transaction in Tally ERP.9
  + Handling TDS calculation, E-payment and E-return filing.
  + Handling Service Tax calculation, E-payment and E-return filing.
  + Handling VAT calculation, E-payment and E-return filing.
  + Apply to ‘C’ form details of CST point of view & their returns.
  + Experienced in Accounting & Income Tax.
  + Prepare Tax audit & Vat Audit.
  + Know about shares, Professinonl Tax , Advance Tax & Bank Reconciliation Statement.
* **Worked with Malhar Fashions (India) Pvt Ltd (Bhiwandi)  
  Designation**: Accounts Assistant(Octomber 2016 to Till Date)  
  **The job Roles:**
  + Preparing Bill Processing for Various Different Part.
  + Preparing Job Wise Bill Upto Enter Into Tally.
  + Handling Daily Accounting transaction in Tally ERP.9
  + Making Parties Cheque For Payment & Salary of Labour & Staff.
  + Daily Bank Updation & Reconciliation.

EDUCATIONAL QUALIFICATION

PROJECTS AND RESEARCH PAPERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **INSTITUTE** | **UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| S.S.C | Nalanda Vidyalaya | Mumbai University | Jun-2009 | 51.86% |
| H.S.C. | Birla College | Mumbai University | Jun-2006 | 50.50% |
| B.com | Birla College | Mumbai University | Jun-2004 | 50.00% |

COMPUTER SKILLS & OTHER CERTIFICATES

PROJECTS AND RESEARCH PAPERS

* + MS-CIT
  + Tally ERP-9
  + Typing in English Speed 40 W.P.M

ABILITIES

* Ability to create and maintain effective business relationship with customers.
* Ability to work in flexible hours.
* Excellent interpersonal coordination skills.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.

PERSONAL DETAILS

* Date of Birth : 29th September, 1989
* Gender : Male
* Nationality : Indian
* Religion : Hindu
* Languages Known : English,Marathi& Hindi.
* Hobbies : Cricket.

**Date :**

**Place :**

**(AAKASH PUNJAHARI KORHALE)**

**Signature**