

Curriculum Vitae

Nitin M. Kelaskar
B/3, Ganesh Sadan Chawl,
Ganesh Nagar, Rawal Pada,
Dahisar (East),
Mumbai – 400 068.
Mobile No – 8652541415
Email Id: - nitinkelaskar82@gmail.com

Work Experience

* Organization: Malini Metal Industries

Duration : Still Working Senior Accountant (From 01/08/2013)
Job Profile : Recording Sales & Purchase Invoice, Receipts & Voucher Entry
Related To Bank & Cash, Petty Cash Expenses, Tally Bank
Reconciliation, Payment Follow up by Email & Telephonic,
Basic GST, Basic TDS knowledge, Online Tax Payment,
Maintained Stock, Maintained Debtors & Creditors, Account Finalization.

* Organization: Akshat Enterprises

Duration: - 3 Years
Designation: Account Assistant
Job Profile : Recording Sales & Purchase Invoice, Receipts & Voucher Entry
Related To Bank & Cash, Petty Cash Expenses, Tally
Bank Reconciliation Statement..

Educational Qualification.

Course	Board / University	Year Of Passing
HSC (Commerce)	Mumbai Board	2001
SSC	Mumbai Board	1998
T.Y. Bcom	YCMOU	In 2004

Computer Proficiency

Working Knowledge of Microsoft Excel, Microsoft Word,
Tally Erp 9.0 & Tally 7.2, Access Internet & Ema

Special Abiliaty

Quick Learner, Good Grasping Power

Language Proficiency

English, Hindi, Marathi

Hobbies

Playing and watching cricket. .
Reading Books

Personal Details

Date of Birth	: -	19 th . May 1982
Marital Status	: -	Married
Sex	: -	Male.
Permanent Address	: -	B/3, Ganesh Sadan Chawl, Ganesh Nagar, Rawal Pada, Dahisar (East), Mumbai – 400 068.

Date: -

Signature

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(Nitin M. Kelaskar)