

NARENDRA VINAYAK VAIDYA

Anandi Bhuvan, Veer Savarkar Marg,
(Old Bombay Agra Road),
Opp. Maharashtra Vidyalaya,
Thane - 400602.



EMAIL-nvvaidya0232@gmail.com

Cell No.9969260923

OBJECTIVE

I am looking out for a challenging position in a competitive environment in the field that offers me the opportunity to exploit my skills to the maximum potential for the growth of self as well as of the organization.

ACADEMIC DETAILS	EXAMINATION	SCHOOL/COLLEGE/ UNIVERSITY	YEAR	%
	B Com	Mumbai University	1979	Pass Class

**Computer
Knowledge**

➤ MS Word, MS Excel, MS Power point and SAP 6.0.

**JOB
EXPERIENCE
3**

ORGANISATION:- M/S DEEPAK FERTILISERS &
PETROCHEMICALS CORPORATION LTD
TALOJA-MIDC, NAVI MUMBAI.

COMPANY PROFILE: Manufacturing of Fertilizers & Petrochemicals

DESIGNATION: Manager (Finance & Accounts)

REPORTING TO: Asst. General Manager (Finance & Accounts)

PERIOD: 29th Nov 1984 to 29th Nov 2019 (Retired from the Services)

WORK HANDLED:

- 1) Invoice Verification of service entry sheets exactly as per W.O. terms & Non-PO based including Statutory compliance, retention money, settling the advances and applicability of LD. Follow up for invoice, co-ordination with Vendors and with User's department alongwith preparation of statement for multiple invoices for checks & control as per modified CARO. Maintaining RTGS Payment details and issuance of Payment Advice for effecting payments.
- 2) Issuance of TDS certificates to Contractor's
- 3) Confirmation of Statutory Compliance at regular Intervals from HR & Admin Dept. & release hold payments based on the reports received from P&A.
- 4) Import related Bills Passing
- 5) Daily Fund Management.
- 6) Daily Monitoring of RTGS / NEFT Payments.
- 7) Drawing Payments through SAP Systems
- 8) Handling and accounting of Petty Cash.
- 9) Daily Monitoring 5S / Housekeeping Activities / Record Keeping.
- 10) Monthly / quarterly closing of Books of accounts - Incl. scrutiny of vendors / Allotted specifications and various rectifications JV's.
- 11) Attending Negotiation Meeting as Finance & Accounts Representative.
- 12) Active involvement in SAP – FI functional areas.

**Extra Curricular
Activities and
Hobbies**

1. Life Member of Youth Hostels Association of India.
2. Likes to wander in the nature.
3. Successfully completed around 75 Forts in Maharashtra.
4. Successfully completed following programs arranged by YHAI.
 - Darjeeling High Altitude Trekking Expedition May 1990.
 - National Himalayan Trekking Programme in Ladakh Region of Jammu & Kashmir in July-August 1989.
 - National Himalayan Trekking Programme in Kulu-Manali and Parvati Valleys of Himachal Pradesh in May-June 1984.
 - Shivdurga Adventure Programme arranged by YHAI Pune unit Singhgad Fort to Raigad Fort

	<ul style="list-style-type: none"> • Javali Jangle Trek arranged by YHAI Pune Unit. • Successfully completed Girinar Yatra twice
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PERSONAL DETAILS :

DATE OF BIRTH : 1st December 1959
 AGE : 60 YEARS
 GENDER : MALE
 NATIONALITY : INDIAN
 MARITAL STATUS : MARRIED
 LANGUAGES KNOWN : ENGLISH, MARATHI, GUJARATHI AND HINDI

DECLARATION:-

I hereby declared that the above written particulars are true to the best of my knowledge and belief. Looking forward to receive your early reply.

Thanking you in anticipation.

PLACE : Mumbai

DATE :

NARENDRA VINAYAK VAIDYA

स्थायी लेखा संख्या

/PERMANENT ACCOUNT NUMBER

ABLPV7298P

नाम /NAME

NARENDRA VINAYAK VAIDYA

पिता का नाम /FATHER'S NAME

VINAYAK DATTATRAYA VAIDYA

जन्म तिथि /DATE OF BIRTH

01-12-1959

हस्ताक्षर /SIGNATURE

Signature of the Applicant

आयकर आयुक्त, पुणे

Commissioner of Income-tax I, Pune



भारत सरकार
GOVERNMENT OF INDIA



नरेंद्र विनायक वैद्य

Narendra Vinayak Vaidya

जन्म तारीख/ DOB: 01/12/1959

पुरुष / MALE

9559 1838 2891



माझे आधार, माझी ओळख

इस कार्ड के खो / निल जाने पर कृपया जारी करने वाले
प्राधिकारी को सूचित / सापस कर दें
आयकर आयुक्त I पुणे,
"प्राप्तिकर सदन" (संलग्न भवन),
60/61, एरंडवाणे, कर्वे रोड,
पुणे - 411 004.

In case this card is lost/found, kindly inform/return to
the issuing authority :

Commissioner of Income-tax - I Pune,
"Praptikar Sadan" (Annexe building),
60/61, Erandwane, Karve Road,
Pune - 411 004.



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

पत्ता:

Address

Date: 25/07/2016

S/O: विनायक वैद्य, 102,
आनंदी भुवन, ओल्ड मुंबई
आग्रा रोड, महाराष्ट्र
विद्यालया समोर, ठाणे वेस्ट,
ठाणे, ठाणे,
महाराष्ट्र - 400602

S/O: Vinayak Vaidya, 102,
Anandi Bhuvan, Old Mumbai
Agra Road, Opp Maharashtra
Vidyalaya, Thane West,
Thane, Thane,
Maharashtra - 400602

9559 1838 2891



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1800 300 1947

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www.uidai.gov.in

P.O. Box No. 1947,
Bengaluru-560 001



DEEPAK FERTILISERS
AND PETROCHEMICALS
CORPORATION LIMITED

29th November 2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Narendra Vinayak Vaidya was working in our company from 29th November 1984 to 29th November 2019.

At the time of relieving, his designation was Manager Finance & Accounts in Finance & Accounts Department.

During his association with us, we have found him to be sincere and hard working.

For Deepak Fertilizers and Petrochemicals Corporation Limited.

Jayshree Katkar
Associate Vice President - HR



DEEPAK FERTILISERS
AND PETROCHEMICALS
CORPORATION LIMITED

STL/HR/RL/2019/232

29th November 2019

To,

Mr. Narendra Vinayak Vaidya

Subject: Relieving Letter

Dear Mr. Vaidya,

This has reference to your retirement dated 29th November 2019.

You are relieved from the services of the company with effect from the close of working hours on 29th November 2019.

For Deepak Fertilizers and Petrochemicals Corporation Limited.

Jayshree Katkar
Associate Vice President - HR



Full & Final Settlement

Employee Master		Salary Master	Per Month	Per Annum
Emp Code	00232	Basic Salary	42,591.00	511,092.00
Employee Name	Narendra	House Rent Allowance	17,036.00	204,432.00
Date of Joining	29/Nov/1984	LTA Reimbursement Choice Pay	2,500.00	30,000.00
Last Working Date	30/Nov/2019	Professional Pursuit Allowance	16,507.00	198,084.00
Service Age		Telephone Reimbursement	575.00	6,900.00
Cost Centre	1020010	TIFFIN ALLOWANCE	45.00	540.00
Designation	Manager - F & A			
Grade	GRADE M11			
Department	Finance and Accounts			
PF No	TH/VSH/18950/000/00385			
UAN	100251048100			
PAN	ABLPV7298P			
		Total	79,254.00	951,048.00

Notice Pay Payment Days	0	Days in a month	
Notice Pay Recovery Days	0	Paid Days	
Leave Encashment Days	187	Arrear Days	

Earnings		Deductions	
Heads		Heads	
Current Month	Apr to Date	Current Month	Apr to Date
Basic Salary	0.00 320,376.00	Provident Fund	0.00 38,446.00
Basic Salary Arrear	0.00 20,352.00	Provident Fund Arrear	0.00 2,442.00
House Rent Allowance	0.00 114,472.00	VPF	0.00 34,073.00
House Rent Allowance Arrear	0.00 93,816.00	Profession Tax	0.00 1,600.00
Conveyance Allowance	0.00 7,200.00	Income Tax	161,146.00 189,617.00
Conveyance Allowance Arrear	0.00 -7,200.00	PREMIUM-MEDICLAIM	0.00 8,782.00
LTA Reimbursement Choice Pay	0.00 20,000.00	Unpaid Salary	0.00 115,564.00
Uniform Allowance	0.00 8,000.00	Other Deduction 2	0.00 4.00
Professional Pursuit Allowance	0.00 128,678.00	Rounding Off paisa c/f	0.58 0.58
Professional Pursuit Allowance Arrear	0.00 -56,082.00		
Telephone Reimbursement	12,075.00 12,075.00		
TIFFIN ALLOWANCE Arrear	0.00 180.00		
AL Encashment	306,327.58 306,327.58		
Gratuity	1,330,968.75 1,330,968.75		
Gratuity Arrear	204,764.25 204,764.25		
Performance Award	0.00 45,500.00		
Other Non Taxable Earnings 1	115,564.00 115,564.00		
Total	1,969,699.58 2,664,991.56		
		161,146.58	390,528.58

DEEPAK FERTILISERS
AND PETROCHEMICALS
CORPORATION LIMITED
30 DEC 2019
PAID

52361591

Total Amount Payable / Recoverable : Rs. 1808553 (Rs. Eighteen Lakh Eight Thousand Five Hundred Fifty Three Only)

We are in receipt of all the "No Dues Clearance" Forms duly approved by all concern departments for completion of Full & Final Settlement.

Prepared By Paysquare

Upkaraj
Authorised Signatory

I further declare that I am in receipt of above said amount towards full and final settlement of my legal dues. I have no further claim whatsoever against the said company / management-including that of reinstatement / employment.

Paul
checked by
30/12/19.

Narendra



DARJEELING HIGH ALTITUDE TREKKING EXPEDITION '90



YOUTH HOSTELS ASSOCIATION OF INDIA
PUNE UNIT

and

SAHYADRI ADVENTURE FOUNDATION

467, SHANIWAR PETH, HASABNIS BAKHAL, PUNE 411 030.



We the chairman and the organisers
of the Darjeeling High Altitude
Trekking Expedition '90, are pleased
to award this certificate to
Mr./Mrs./Miss. NARENDRA VAIDYA

in appreciation of the participation
and successful completion of the
Darjeeling High Altitude Trekking
Expedition during May 1990.

Reporting Date : 20th MAY 1990 Batch No.: J-16
Relieving Date : 31st MAY 1990



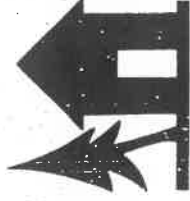
Chairperson

Vishal Tendre
Secretary



YOUTH HOSTELS ASSOCIATION OF INDIA

5, NYAYA MARG, CHANAKYA PURI, NEW DELHI-110 021



CERTIFICATE

7

VAIDYA NARENDRA VINAYAK.

*successfully completed the National Himalayan Trekking Programme-89
organised by the Youth Hostels Association of India in Ladakh region of
Jammu & Kashmir in July-August 1989.*

H.K. Saxena

Dr. Harish K. Saxena
National Chairman

S.K. Sen Gupta

S.K. Sen Gupta
Chairman, APC

J.P. Sharma

J.P. Sharma
Director

YOUTH HOSTELS ASSOCIATION OF INDIA

5, NYAYA MARG, CHANAKYAPURI NEW DELHI-110 021



CERTIFICATE

Narendra Vinayak Vaidya

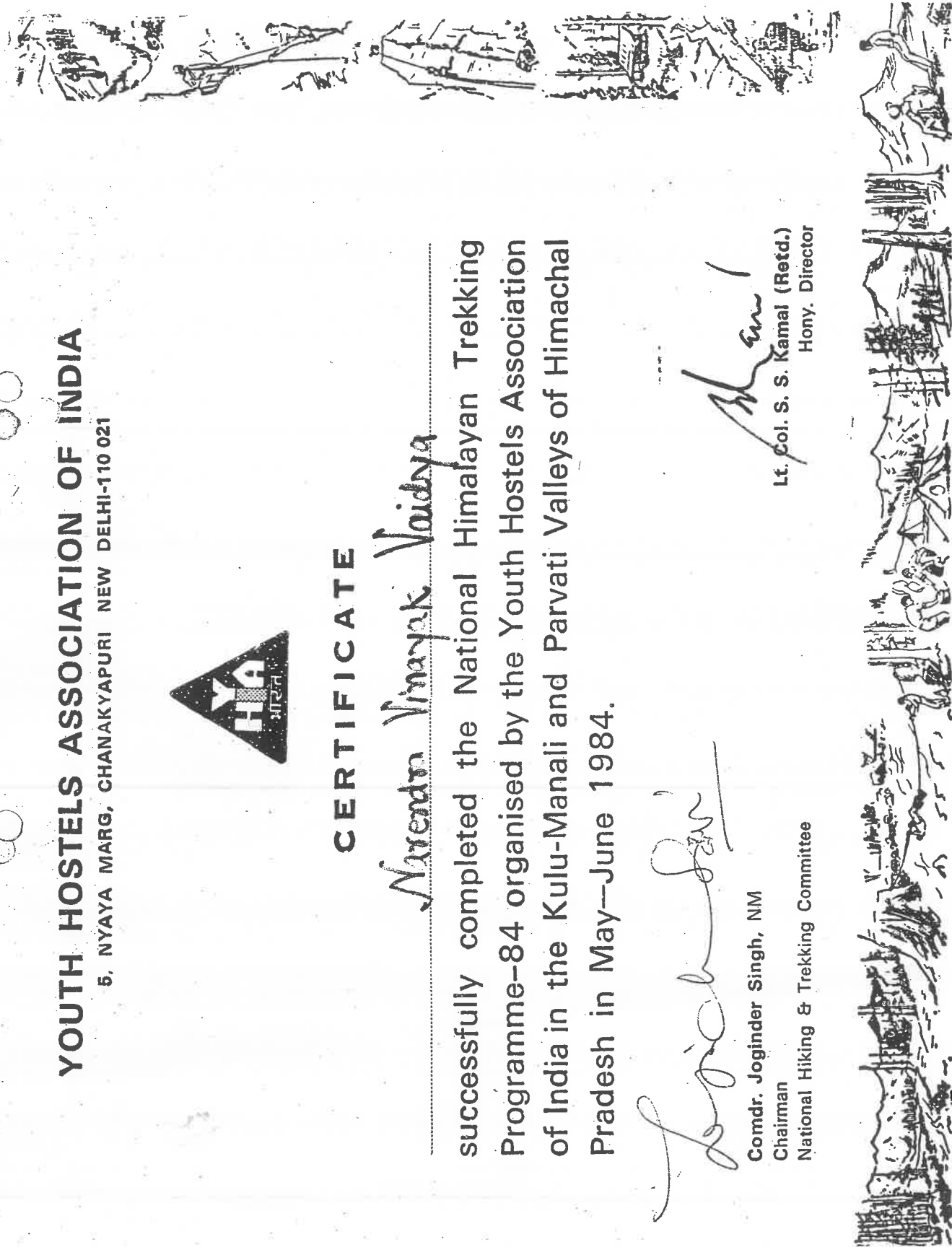
successfully completed the National Himalayan Trekking Programme-84 organised by the Youth Hostels Association of India in the Kulu-Manali and Parvati Valleys of Himachal Pradesh in May-June 1984.

Joginder Singh

Comdr. Joginder Singh, NM
Chairman
National Hiking & Trekking Committee

S. S. Kamal

Lt. Col. S. S. Kamal (Retd.)
Hony. Director





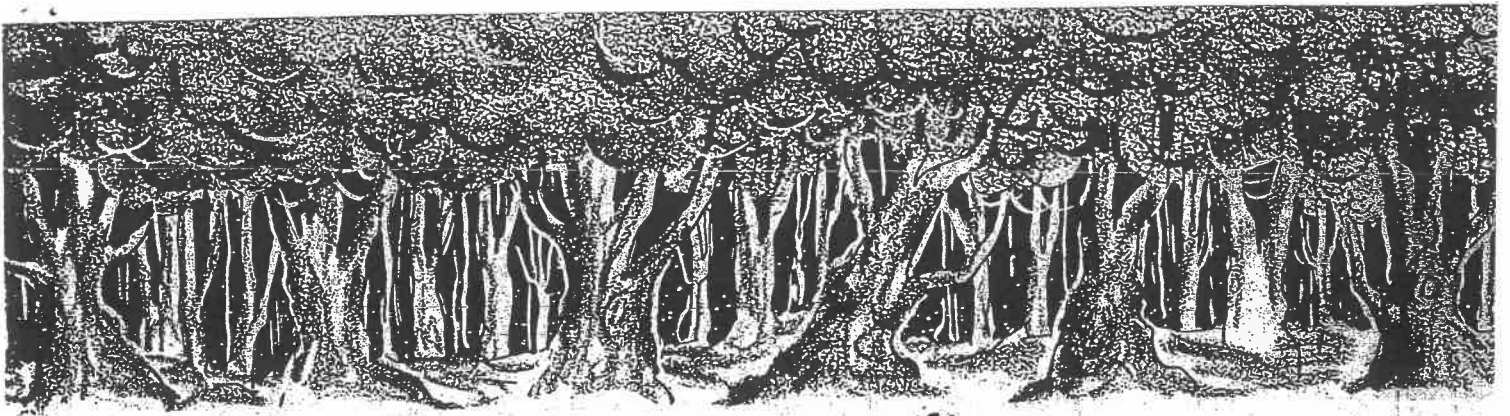
अखंडित लक्ष्मी अलंकृत सुकळ गुणालंकरण
राजमान्यराजश्री नरेंद्र विनायक वैद्य.
याणी शिवदुर्गदर्शन साहस सहलीत (सह्याद्रि ट्रेकिंग प्रोग्राम)
भाग घेवोन ती पूर्ण केली

किल्ले कोंडाणा उर्फ सिंहगड, किल्ले राजगड,
किल्ले तोरणा उर्फ प्रचंडगड, दुर्गलिंगाणा
पाचाडकोट व राजधानी किल्ले रायगड
ऐसे मजल दरमजल करीत सत्तर कोसांचे
(दोनशे किलोमीटर) अंतर अतिपरिश्रमे चालोन
जावोन, एक अतुलनीय साहस केले आणि
पुण्यपत्तनात परतोन आले.

कैलासवासी श्री शिवछत्रपती थोरले माहाराज
यांच्या स्मरणार्थ हा शिवदुर्गदर्शनाचा कार्यक्रम
युवाशक्ति वयथ होस्टेल्स असोसिएशन ऑफ
इंडिया, पुणे युनिट यांनी आखलेला असे.
स्वस्ति श्री राज्याभिषेक शक ३१०, रुघिरोहारीनाम संवत्सरे

मोहन विपरीत

भ्रमण सीमा



मह्याद्रि अँडव्हेचर फाँडेवान

यूथ होस्टेल्स असोसिएशन ऑफ इंडिया पुणे युनिट

जावळी जंगल ट्रेक

सकल साहस गुणनिष्ठी, कीर्तलक्ष्मी सन्मानित परमसाध्वि

नरेन्द्र वैद्य

महाराष्ट्रभूषण परमप्रतापी श्रीशिवधर्मपती यांचिया

शुभकालसमयी भाग्योदय पावोन, सुप्रतिष्ठित ऐशा

(जावळी जंगल परियोजनात, शके १९०९ पौष शु. ७ ते पौष व. १

ये कालावधियामध्ये, आमुच्यातर्फे आयोजित, साहसपूर्ण

टोशिया, पदभ्रमण कार्यक्रमाची आपणा ऐकियाने जातीने

उपस्थित होवोनी, वडूल भ्रमसाहस करोनी, पदभ्रमण-उपक्रम

यशश्रवित केलिया कारणे, आम्ही बहुमोहित होवोनी,

आमुच्यातर्फे ऐके हे सन्मानपत्र आपणा सावविषयाची

गजब करीत आहोत.

आमुचे आगत्य सदैव असो द्यावे ऐकी विझापना.

इशारेच्या

वेदकी तत्पर

डॉ. शक्ति विजापुरे



कलिंग पत्रकार

संपदा प्रकाश

लीला पंढरेकर