

## Mr. AVINASH MAHAJAN

Mob No. 9511976818

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### CAREER OBJECTIVE:-

I seek a job as Accountant in a Manufacturing & Trading company where I can use my knowledge of **Accounting & Tally software**. I wish to contribute towards organization's goals through my skills, hard work & **Management skills**.

### WORK EXPERIENCE

- Worked in **Prem Packaging Industries** - MIDC Waluj, Aurangabad as **Jr. Accountant** 1 Year (from Apr 2017 to Mar 2018)
- Worked in **Abhilasha Enterprises** - MIDC Waluj, Aurangabad as **Jr. Accountant** 1 Years & 7 Month (from Apr 2018 to Oct 2019)
- Worked in **Tej Aqua Vitae Services LLP** – Panvel (**Tej Group Pune**) as **Account Executive** 4 Month (from Nov 2019 to Apr 2020)
- Worked in **Abhilasha Enterprises** – MIDC Waluj, as **Accountant** 1 Years (from Oct 2020 to Oct 2021)
- Working in **Knest Verticals Pvt Ltd** – MIDC Talegaon Dabhade, as **Jr. Account Executive** 1 Years & 7 Month (from Nov 2020 to Till Date)

### JOB PROFILE

- Maintaining accounts in **Tally ERP.9**
- Preparing Entries of Sales, Purchase, Import Purchase & Bank Etc.
- Independently Handle **Cash** Transaction.
- Working on **Payment & Recovery** Plans.
- **Reconciliation** Statement of Bank & Parties.
- Reconciliation Of Stock & maintain Inventory
- Compliance with Companies through Outlook Mails.
- Provide all work related Reports (Sales, Payment, Receipt, etc.)
- Facing **Customer Complaints & solving** his problems about sales & taking follow up from suppliers about raw material.
- Maintain Documentation (Sales / Purchase bills, credit / debit notes etc.)
- Reporting.
- Good Knowledge of Excel & Friendly with Formula's.

- Basic **GST** Working & **TDS** And **TCS** Taxation
- **ITC 04** Working & Reports.

## COMPUTER PROFICIENCY

- **MS-CIT with 85 % in 2010**
  - Microsoft Office ( Word, Excel, Outlook )
  - Internet Browsing
- **Tally ERP 9 with 91% in December 2016**

## EDUCATION QUALIFICATION

- **B.Com. :-** From DDSP College Erandol Dist. Jalgaon  
Passed in 2018 With 51.56%
- **H.S.C. :-** From Nasik Divisional Board  
Passed in 2013 with 45.17%
- **S.S.C. :-** From Nasik Divisional Board  
Passed in 2011 with 71.82%

## STRAINTHS

- Creativity
- Good level for grasping new things.
- Adaptable to any Environment.
- Taking the situations and finding the best solutions.

## INTEREST & HOBBIES

- Playing kabaddi
- Watching Movies
- Travelling in vacations
- Listening music

## PERSONAL DETAILS

<b>Name</b>	:	<b>Mahajan Avinash Santosh</b>
<b>Date of Birth</b>	:	02/12/1995
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Unmarried
<b>Nationality</b>	:	Indian
<b>Languages Known</b>	:	English, Hindi, and Marathi
<b>Permanent Address</b>	:	At. Post - Adgaon, Tal - Erandol, Dist. - Jalgaon – 425110 Maharashtra.
<b>Contact Number</b>	:	Mob. 9511976818

**I hereby declare that all the above information is true to the best of my knowledge  
and belief.**

**DATE:**

**PLACE**

**Yours Faithfully,  
Avinash Mahajan**