

POSTAPPLIEDFOR :- =====

Name :- NIKHIL. M.SATA  
88/878 Parth bhumi-II  
B/H ,Maruti Dham GIDC Main  
roadVADODARA.

Mobile No :- 9879374677/8849144961

Email Address :- nikhilsata1962@gmail.com

Date of birth :- 8<sup>th</sup> June 1962

EducationQualification

COURSE	BOARD/UNIVERSITY	YEAR
S.S.C.	GUJ.EDU.BOARD.	Oct1979
HSC	G.E.BOARD	April 1982
B.A.	GUJ-UNIVERSITY	MAY 1986.

AdditionalQualification :-Computer knowledge-Microsoft world, Excel, Lotus, MS Office,Fas,ERP -9  
GST –TALLY Accounting System-Prime

**Training-I Completed GST-WORK SHOP recently attenedLeactureMr,YOGENMAHADEVIA-  
Advocateofcentral GSTandService&Coustomsconsultant.**

**I completedcertificatecourseofERP-9TALLYGST-Accountingsystems.**

1). At present working **in Akshar Enengineering works 517/2 GIDC Makarpura vadodara**  
390010.Postion Held Accountant period From:-01<sup>st</sup> july 2021 to till date.

JobProfile:-Looking for all Accounting Entry In ERP-9 to maintain all document purchase voucher entry, sales bills entry, payment to party, purchase credit memo-RTGS,NEFT pass to bank, bill passing and verify to GST–HSN CODE, Bank–reconciliation with our transaction credit debit Regularly maintain of our book of accountseveryquarterlyverifypartyoutstandingpaymentledger.Everydaymanitainreceivedpayment ledger. Receipt Payment Entry, Journal Entry, Payment entry, purchase document verify with ITC and GSTRB3 reconciliation with itc records and collect missing bill collect to our party and itc credit immediately .

2)

**WorkingwithVoltampTransformerLtd.Makarpura,Baroda.PostionHeldAccountOfficerperiodFrom**  
:-11<sup>th</sup>june 2000 to30<sup>th</sup>june 2021.

**JobProfile**:-Looking for all Accounting Entry In ERP-9 to maintain all document purchase vouch erentry ,sales bill entry, payment to party ,purchase credit memo-RTGS,NEFTpasstobank,billpassingandverifytoGST–HSNCODE,Bank–reconciliation with our transaction crdit debit Regularly maintain of our book of accountseveryquarterlyverifypartyoutstandingpaymentledger.Everydaymanitainreceivedpayment ledger.Reciept Payment Entry,Journal Entry, Payment entry, purchase document verify with ITC.

**WorkedwithSteelcoGujaratLimitedAsanExciseAssistantPeriodFrom14thDec-98to 10<sup>th</sup>june2000**

**JobProfile:-** Looking for computerized Inward/Outward Registers/phyinished goods R.G.1 stock register, Raw-material Register-R.G.23A PART-I PART-II, R.G.23C PART-I-II, Raw material IProcessing Work issue job work challan under Rule 57(4)(5)a ,Export-Deemed Export formalities as per SEZ , CT-3 Proof of Export Submission, On payment of duty NEPAL, BHUTAN and other country export, Service tax procedure ,Service tax Return Maintaining all dispatch formalities-corresponding with excise Department and handle excise audit A.G. & Internal ,Service Tax auditandmonthlyE.R.1 return ER-4,ER-5,ER-6,ER-7& half yearly ST-3returnfiled regularly.

WorkedwithElemexControlsPvtLtd,BarodaPositionheld-StorekeeperCumExciseAssistantPeriodFrom; 15<sup>TH</sup>june 1994 to13th December-1998.

**Job-profile:-** looking for inward-our word register of the stores, inventory control systems, posting in cardex in daily, raw-material issue for job-work ,issue for internal memo for markting department, packing for finished goods & dispatches and also maintend excise records.

Worked with Patanjali Computer Service Baroda Position held-Data Entry OperatorPeriodFrom; 12sept 87to 14<sup>th</sup>june 1994

**Job-profile:-**dataentry for daily for job-suppliers workdaily wages.

WorkedwithFAGP.B.LTD.Maneja,Positionheld:Store&ExciseAssistantPeriodFrom:- 11sept 86to 11thsept 87

**Job-profile:-**looking for inward-our word register of the stores, inventory control systems,posting in cardex in daily, raw-material issue for job-work ,issue for internal memo for markting department, packing for finished goods & dispatches and also maintained excise records.

(NIKHILSATA)

