

# SANTOSH KOTHARI

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- **PERSONAL DETAILS**

**NAME** : SANTOSH KOTHARI

**RESIDENTIAL ADDRESS** : Flat No. 303, Bldg. No. C/6  
Sector No-2, Shanti Nagar,  
Mira Road (East), Dist: Thane,  
PIN – 401 107.

**MOBILE NO** : 9930941662

**E-MAIL** : santosh2777@gmail.com.

**Date of Birth** : 2<sup>nd</sup> July 1977(Mumbai).

**Age** : 40 years.

**Qualification** : B.Com (Mumbai University)

**Other qualifications** : Tally 9, Tally 9 ERP.

**Marital Status** : Married.

- **WORK EXPERIENCE**

**M/s. ZORBA ENTERPRISES, CHARNI ROAD.  
(COMPUTER STATIONARY SUPPLIER)**

PERIOD: JUNE 2000 – JUNE 2010.

- Looking after sales & Purchase & accounting.
- Deal with customer's query.

**M/s. PRADEEP SHAH & ASSOCIATES  
(Chartered Accountant Firm)**

PERIOD: JUNE 2010 – August 2015.

- Doing Data Entries for clients.
- Internal as well as External Audit.
- Filing of Income Tax, TDS returns.

**M/s. ADWALLZ OUTDOOR ADVERTISING P. LTD.**

**(Advertising Firm)**

PERIOD: September 2015 – Till Date.

- Filing of VAT returns.
- Handling of Sales, Purchase, Journal & Cash Voucher entries as well as bank reconciliation..
- Looking after TDS.
- Finalisation of Accounts.
- Co-ordinate with auditors during Income Tax return filing.
- Handling Petty Cash
- Looking after costing of execution work .
- Looking after payments for execution work.
- Looking after salary for execution boys.
- Co-ordinate with client for payments & for execution work.
- Looking after GST Reconciliation, co-ordinate with CA for return filing.

• **FAMILY BACKGROUND**

Late Mr. HARIKISHAN KOTHARI (Father).

Mrs. SARLA KOTHARI (Mother) – House Wife

Mrs. VARSHA KOTHARI (Wife) – House Wife.

With one child & Two Married Sisters.

• **EXTRA CARRICULAR ACTIVITIES :**

- 3<sup>rd</sup> Prize in School Elocution Competition.
- 2<sup>nd</sup> Prize in Inter Collage Quiz Competition
- Runner up in Inter Collage Antakshari Competition.

• **HOBBIES :**

- Reading Books (Any Kind)
- Listening Music.

• **LANGUAGES KNOW :**

- Gujarati
- English
- Hindi
- Marathi