

## **CURRICULUM VITAE**



**SANDESH KOTIAN**

**Golibar Road, Santacruz(E)**

**Mumbai, India**

**Mob No.: +91 9819099861**

**E-Mail: [sandeshkotian02@gmail.com](mailto:sandeshkotian02@gmail.com)**

### **OBJECTIVE**

A position in the field in which my skills, experience and knowledge be effectively utilized to contribute to the company's integrity and productivity while providing opportunities for professional and personal growth.

### **EDUCATIONAL PROFILE**

Sl. No.	Education	University/Board	Percentage
1	S.S.C	St. JOSEPH HIGH SCHOOL, BELMAN, KARNATAKA	58.56%
2	H.S.C	HINDU JUNIOR COLLEGE, SHIRVA, KARNATAKA	58.17%
3	B.Com	MSRS COLLEGE, SHIRVA, KARNATAKA	61.70%

### **ADDITIONAL COURSES**

- Completed Diploma in Computer Application

### **WORK EXPERIENCE**

#### **Total Work Experience: - 7 Years**

#### **I. Currently working with M/s. Orbit Electrodomeotics (India) Pvt Ltd, Mumbai**

Working as an Accounts Executive from **Dec-2018 to Present**

##### **Responsibilities:**

- Daily all types of Vouchers Entries updating in the TALLY ERP9
- Preparation of Invoices and submitting to the customer
- Weekly preparing online sales reconciliation statement and updating the sales return entries
- Monthly Vendor, customer & Bank books reconciliation and reporting to the Director

- Monthly preparing stock and Debtors Aging statement & submitting to the Bank.
- Handling Petty Cash Transaction.
- Updating all types of purchase entries.
- Daily updating Stock statement and reporting to the Director.

## **II. AL EMLAQ ENGINEERING SERVICES LLC, Muscat (Oman)- April-2017 to Aug-2018**

Designation: - Accounts & Admin Executive

### **Responsibilities:**

- Updating entries of Purchase, Sale, cash & other voucher entries
- Handling Petty Cash Transaction.
- Preparation of Invoices and submitting to the client's
- Follow up with client's for payments as per credit terms
- Monthly Vendor, Client's & Bank books reconciliation and reporting to the Senior Manager.
- Weekly basis ageing wise customer outstanding and collection report maintain & reporting to the Senior Manger.
- Weekly material Enquiry mail sending to the supplier & preparation of purchase order and procure the material from the Supplier's.
- Weekly material stock checking & records updating in the system.
- HR & Admin activities handling.
- Daily workers attendance maintaining & monthly salary processing.

## **III. ONS Logistics Int'l P Ltd, Mumbai (From Sept-2016 to March -2017)**

Designation: - Accounts Executive

### **Responsibilities:**

- Updating entries of receipt & Credit Note passing in the Visual Accounts & E-FREIGHT software.
- Follow up with client's for payments as per credit terms
- Handling issues accounting discrepancies and irregularities related to client's Credit/Recoveries/Outstanding/Account Confirmation, sorting out discrepancies to revenue items.
- Daily & Weekly basis ageing wise customer outstanding and collection report maintain then reporting to Accounts Manager.
- Handling Bills Discounting for additional fund requirements.
- Reconcile the government taxes like TDS 26AS and customer ledger reconciliation.
- Co- ordination with Billing Department for billing issues
- Scrutiny of Debtors ledger

## **IV. Sindhu Cargo Services Pvt Ltd, Mumbai (From June-2014 to Sept-2016)**

Designation: - Accounts Executive

### **Responsibilities:**

- Maintaining of Books of Accounts Computerized- Enterprise Management System (EMS Accounting Software)
- Maintaining Books of Accounts i.e., Bank Book, Petty cash
- Updating all types of Vouchers Entries in the EMS system

- Handling of Bank, Vendors & Current A/c Reconciliation.
- Daily Banking Affairs
- Co-ordinate with Head office for daily accounts activities
- Co-ordinate with Transport Department for billing purpose
- Preparation of Invoices for Air/Sea import & Air/Sea Export shipments
- Submission of bills, resolving customer queries.
- Vendors invoice booking in the system
- Vendors book reconciliation & Branch Bank reconciliation every monthly and report submitting to the Head Office.
- Compilation of Profession Tax.

**V. R.D.Shetty & Co. (Chartered Accountants), Mumbai (From Dec-2011 to June-2014)**

Designation: Accounts Assistant

**Responsibilities:**

- Handling Day to Day Accounts Related Works - Data entry of Purchase/Sales/Cash/Bank Vouchers
- Handling Petty Cash and Other Cash Transaction.
- Preparing monthly client's Bank Reconciliation statement.
- Scrutiny of Debtors & Creditors ledgers.
- Preparing stock and Debtors Aging statement every month.
- Preparation of statement of Account Payable and Account Receivable statement.
- Preparing Inter Branch Reconciliation.
- Compilation of Profession Tax.
- Preparing monthly Client's TDS working statement.

**PERSONAL PROFILE**

**Gender** : Male  
**Married Status** : Single  
**Date of Birth** : 20/10/1989  
**Nationality** : Indian  
**Linguistic Skills** : English, Hindi & Kannada

**HOBBIES AND INTEREST**

- ✓ Reading Business Journal, magazine

**DECLARATION**

I confirm that the information provided above by me is true to the best of my knowledge and belief.

Place: Mumbai

**(Sandesh Kotian)**