

Kanchan Sachin Shirsekar

Address:

Vastu Anand Complex,
2nd Floor, Building No. 7,
Old- Bombay Pune Highway,
Kalwa (W).
Mob. : +91-98923 84280.

Career Objective

To secure the position in an organization of repute where I can utilize my qualifications and ability for the enhancement of professional and organizational growth.

PROFILE

As an Accounts- Asst. with 6 years intensive experience in Shipbuilding, Manufacturing, Construction Companies. Knowledge of Accounts & Taxation as well as proficiency in SAP & Tally ERP 9.

PROFESSIONAL EXPERIENCE

1. **KKH Enterprises**

Sanpada, Navi Mumbai

Designation : Accounts Executive, May 2015 to till date.

Job Profile

Accounts :

- ≈ Handling Petty Cash & Data Entry of Cash Vouchers
- ≈ Bank, Debtors & Creditors Reconciliation.
- ≈ Compute the Salary of Employees and deduct monthly TDS as per Income Tax Rules and slab.
- ≈ Deduction of TDS & depositing the same in the bank.
- ≈ Vat
- ≈ GST Working
- ≈ Stock Details

2 **UBR Group**

Worli, Mumbai

Designation : Accounts Executive, 5th December 2013 to April 2015.

Job Profile

Accounts :

- ≈ Handling Petty Cash & Data Entry of Cash Vouchers
- ≈ Bank, Debtors & Creditors Reconciliation.
- ≈ Compute the Salary of Employees and deduct monthly TDS as per Income Tax Rules and slab.
- ≈ Deduction of TDS & depositing the same in the bank (online banking payment).
- ≈ Quarterly filling of e-TDS Return (24Q, 26Q).
- ≈ Issue of TDS certificate Quarterly (Form 16A) & Yearly (Form 16).
- ≈ Service Tax & Vat Return.
- ≈ Shares Transaction, Shares P& L Transaction.

3 ABG Shipyard Limited

Charniroad, Mumbai.

Designation : Accounts Asst., 1st October 2010 to 11th November 2013

Current Job Profile

A) Accounts :

- ≈ Handling Petty Cash & Data Entry of Cash Vouchers
- ≈ Maintaining Leave Records & Preparing Monthly Salary, P.F. & P.T, Preparing Computation Salary,
- ≈ Foreign Payment, MIS Report
- ≈ Bank, Debtors & Creditors Reconciliation.

B) Taxation :

- ≈ Computation the Salary of Employees and deduct monthly TDS as per Income Tax Rules and slab.
- ≈ Deduction of TDS & depositing the same in the bank (online banking payment).
- ≈ Quarterly filling of e-TDS Return (24Q, 26Q & 27Q).
- ≈ Issue of TDS certificate Quarterly (Form 16A) & Yearly (Form 16).
- ≈ Generation & Uploading of Form 15CA.
- ≈ Other related issue sort out with TDSCPC Department.
- ≈ Service Tax & Vat Return.

4 M/s. Shree Meena Creation (P) Ltd.

Designation & Duration : Accounts Asst., 1st April 2007 to 30th September 2010

Job Profile

- ≈ Handling Petty Cash & Data Entry of Cash Vouchers.
- ≈ Maintaining Leave Records & Preparing Monthly Salary, P.F. & P.T, Preparing Salary Computation.
- ≈ Bank, Debtors & Creditors Reconciliation.

5 Ib&W Media Pvt. Ltd

Designation & Duration : Accounts Asst., 12 November 2004 to 20th March 2007

Job Profile

- ≈ Handling Petty Cash & Data Entry of Cash Vouchers.
- ≈ Maintaining Leave Records & Preparing Monthly Salary, P.F. & P.T, Preparing Salary Computation.
- ≈ Bank, Debtors & Creditors Reconciliation.

EDUCATIONAL QUALIFICATION

Examination	Board/University	Year of Passing	Percentage
B.Com	YCMV	2005	55 %

Computer Skills

- Presently working on SAP
- Tally ERP 9
- Proficient in Ms-Office Application

Personal Details

- ❖ Date of Birth : 30th March 1985
- ❖ Nationality : Indian.
- ❖ Marital Status : Married.
- ❖ Languages Known : English, Marathi and Hindi.
- ❖ Cell. No. : 9892384280

❖ E-Mail ID : payal_2007kanchan@yahoo.com

Current CTC & Notice Period

Rs. 3 Lakh p.a.

Expected CTC

As per companies policies and standards.

Place : Mumbai

Date : (Kanchan Sachin Shirsekar)