

RESUME

SWAPNIL R. SHIRGAONKAR

Near Parnerkar Temple,
Purnavad Nagar, Mohopada.

Tal- Khalapur Dist- Raigad.

Contact No.7410158212

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Career Objective:-

I am looking forward for a career in an organization that offers me challenges, high degree of responsibilities, varying exposures and scope for financial innovations and opportunities to learn and enhance my skills.

Work Experience:-

- ❖ **Organization:** GNP Infrabuild
- ❖ **Designation :** Account Executive
- ❖ **Duration** : 05th Jan 2017 to till date

Job profile:

- GST entries in tally related to purchase and sale.
- Payment of TDS, Service Tax, VAT, Self Assessment Tax, Advance Tax & GST
- Prepare Monthly GST Working
- Data entry work of account like receipts, payments entries.
- Calculation of Monthly TDS calculation and entries.
- Maintain Expense voucher register.
- Preparing Bank Reconsilation Statement.
- Make payment to vendor through Cheque, RTGS, NEFT.
- Co-ordinating with bank for Cheque deposit, RTGS, NEFT.
- Operating Tally Ms-Excel, Word, Internet.

- ❖ **Organization:** GNP Infrabuild
- ❖ **Designation** Account Executive
- ❖ **Duration** : 15th Sep 2014 to 30th June 2016

Job profile:

- Data entry work of account like receipts, payments entries.

- Calculation of Monthly TDS calculation and entries.
- Maintain Expense voucher register.
- Preparing Bank Reconsilation Statement.
- Make payment to vendor through Cheque, RTGS, NEFT.
- Co-ordinating with bank for Cheque deposit, RTGS, NEFT.
- Operating Tally Ms-Excel, Word, Internet.

❖ **Organization:** Singasane And Company (CA)

❖ **Designation :** Account Assistant

❖ **Duration** : From 23rd April 2013 to 31st Aug 2014

Job profile:

- Data entry work of account like sales, purchase, journal and cash & bank entries
- Maintaing Sales and Purchase Registers
- Calculation of Monthly Sale Tax/Vat, TDS Deposit Tax Challan
- Operating Ms-Excel, Word, Internet & Tally
- Preparation of Quarterly Sale Tax/Vat, TDS & Filling Returns
- Done Bank Audit of Syndicate Bank- Housing loan and Vehicle loan.

Educational Qualifications:-

Examination (Branch)	Year of Passing	Class	University.
S.S.C.	Mar 2008	Second	Mumbai.
H.S.C.	Feb 2010	Second	Mumbai.
T.Y.B.com	Mar 2013	Second	Mumbai.

Skills / Extra Knowledge :-

❖ **Microsoft office**

❖ **Tally ERP 9**

Personal Details:-

Date Of Birth :: 22th May 1993

Sex	::	Male
Marital Status	::	Single
Religion	::	Hindu – Vaishyawani
Nationality	::	Indian.
Languages Known	::	English, Hindi & Marathi.
Hobbies	::	Reading & music.

DATE :-

SWAPNIL RAMCHANDRA SHIRGAONKAR

PLACE:-