



KALPESH PRAKASH NAIK

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EDUCATION

EXAM	UNIVERSITY	YEAR	GRADE
M.COM 1	Mumbai university	April 15	Second class
B.COM	Mumbai university	March 11	Second class
H.S.C.	Maharashtra Board	March 08	First Class
S.S.S	Maharashtra Board	March 06	First Class

EXPERIENCE

NAME OF CO.	NATURE OF CO.	DESIGNATION	DURATION
Tata Consultancy Services	Business Process Services	Information Process Enabler (R2R)	Currently Working
Madhav Joshi & Associates	Chartered Accountant Firm	Accountant & Audit Staff	June 16 to Sept 17
Shirish J Shah & Co.	Chartered Accountant Firm	Article	Sept 12 to Feb 16
Shamrao Vithal Co. op Bank	Co-operative Bank	Clerk	May 11 to Aug 11

WORK SPREADE

Tata Consultancy Services	Accountancy	<ol style="list-style-type: none">1. Recording of monthly accrual2. Recording of monthly prepaid3. Account Payable Logged Accruals4. Bank Entries5. Reclassification Journals6. Running of Balance Currency Reinstatement7. Intercompany Transaction Journals8. Preparing ENB (Earning Not Billed) files9. Payroll Journals10. Inventory Integrity Journals11. Balance Currency Rates Updates12. Income on Investments Journals13. FX Revaluation Entry
	Financial Reporting (Hyperion Uploading)	<ol style="list-style-type: none">1. Uploading ENB data in HFM2. Uploading Investment data in HFM3. Uploading Interest income/Exps in HFM4. Uploading O/D figure in HFM
	Reconciliation	<ol style="list-style-type: none">1.Cash/Bank Reconciliation2.Current Liabilities3.Other Costs4.Account Payable5.Goodwill6.Cost Accruals7. Prepaid Amortization
Madhav Joshi & Associates & Shirish J Shah & Co	Accountancy	<ol style="list-style-type: none">1. Data entry of Sales, Purchase, Bank Statements, Expenses.2. Data Entry & Calculation of VAT/GST

		3. Preparation of Financial Statements of Private Limited Companies, Partnership and Proprietorship Concern.
	Taxation	1.VAT/GST Returns 2.C/H Form Application 3.Computation of tax liabilities 4.Income Tax Returns of Individuals, Partnership & Company 5.TDS calculation, payment & return Filing 6. Preparation & appeared for Notices.
	Audit	1.Tax Audit 2.VAT Audit

COMPUTER KNOWLEDGE

1. MS Excel, MS Word, MS Outlook
2. JD Edwards, Trinteck, Hyperion, Accorde, Ecnec, GLI.
3. Tally 7.2,Tally ERP 9
4. Winman CA ERP (Income Tax), E-TDS (TDS)
5. ST-easy (MVAT)

PERSONAL INFORMATION

Date of Birth: 7th April 1991

Language known: Marathi, Hindi, English

Hobbies: Photography, Trekking