

# RESUME

## SHESHCHANDRA A. YADAV

Hanuman Nagar, Pump House, Jijamata

Road, Andheri (East), Mumbai – 400093.

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## CAREER OBJECTIVE

To work in on organization where I can use my academic and professional education which will help in the growth and development of organization and also my intellectual capital.

## WORK EXPERIENCE

**1. Designation** : - Assistant Manager - Account  
**Department** :- Accounts & Finance  
**Period of Work** : - From August 2018 to Till Date  
**Name of Company** : - Chandak Group  
**Work Profile**

- Work on Tally ERP9
- Preparation of Monthly MIS Reports
- Preparation of Rera Working for Form 3 & Form 5
- Calculation And Verification of Tax on Salary of Employee And Verification of related Documents
- Monthly TDS Payment & Quarterly TDS Return Filling of Salary & Non Salary
- Verification of Ledgers, Provisions, Expenses payables and General accounts for Errors and Rectification
- Preparing base Data for GST Return & Reconciliation of 26AS
- Coordination with Auditors independently and solving their queries
- Handling of Account Receivable & Account Payable
- Handling of Accounts up to Finalization of Group Company
- Preparation of Audit schedule during finalization Accounts
- Checking Document of Tenant & Payment
- Coordination with Company partner for proper Accounting Entry
- All Day to Day Accounting Works

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**2. Designation** : - Senior Account Executive  
**Department** :- Accounts MIS & Audit  
**Period of Work** : - From June 2016 to August 2018  
**Name of Company** : - Hubtown Ltd.  
**Work Profile**

- Work on Oracle Application (**version R12**)
- Assist Preparation of Balance sheet
- Checking Invoices as per defined checklist and done validation in Oracle System
- Reconcile Utility Bills in the system and extract Vendor Statement for timely payment
- Extract Prepayment Invoice list & Apply to Standard Invoice in Oracle System
- Resolving Audit Query related with vendors Invoices
- TDS Deduction & Monthly Payment
- Bank Entry & Bank Reconciliation in Oracle System
- Resolving Audit Query related with Balance Sheet
- Process Interest Provision entries, Rectification entries & Allocation entries in Oracle System
- General entries in Oracle System

**3. Designation** : - Account Executive  
**Department** :- Account  
**Period of Work** : - From August 2012 to June 2016  
**Name of Company** : - Bygging Infrastructure Pvt. Ltd.  
**Work Profile**

- Assist Sales Tax, Vat Audit, Vat Refund, Finalization Audit.
- T.D.S. Calculation, Payment & Return
- Excise Calculation & Return
- Excise Rebate Online Application
- Professional Tax Calculation & Monthly Return
- "C" & "H" Form Application & sending it to Vendors
- BRC Application to Bank
- Purchase & Sales Entry in Tally
- Debtors / Creditors Reconciliation, Outstanding Statement
- All Day to Day Accounting Works.

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**4. Designation** : - Accountant  
**Period of Work** : - From May 2010 To July 2012  
**Name of Company** : - Fizzical India

#### EDUCATION QUALIFICATION

YEAR	DEGREE	INSTITUTE	UNIVERSITY	PERCENTAGE
2010	B. COM	Rizvi College of Com. Art & Sci.	Mumbai University	67.42%
2006	HSC	Rizvi College of Com. Art & Sci.	Maharashtra Board	52.50%
2003	SSC	Swami Vivekanand High School	Maharashtra Board	52.13%

#### ADDITIONAL QUALIFICATION

1. MS – CIT ( MS Word, MS Excel, Internet, Power Point)
2. Tally ERP9 & Oracle R12

#### EXTAR CURRICULAR ACTIVITIES

1. Participation as a volunteer for School & College functions.
2. Cricket, Carrom

#### PERSONAL PORFILE

**Father's Name** : - Late Shri Aganu Ram  
**Yadav Date Of Birth** : - 15<sup>th</sup> May 1987  
**Nationality** : - Indian  
**Gender** : - Male  
**Religion** : - Hindu  
**Languages Known** : - English, Hindi & Marathi  
**Hobbies** : - Reading, Music & Cricket  
**Strengths** : - Confident, Hard Working, Loyal & Sincere

I hereby finished that all above details are best on my knowledge.

**DATE** :-

**PLACE** :- MUMBAI

(SHESHCHANDRA A. YADAV)