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| |  | | --- | | **AmeyaAvinashGhatnekar**  Result-oriented professional targeting challenging assignments **in Accounts and Finance/ Legal Matters/ Corporate Law**with a leading organization of repute  **Location Preference: Pune** | | Profile Summary   * A versatile professional with **over 2 years** of experience in **Accounts and Finance, Legal Matters and Corporate Law**  * Gained expertise in vetting, filing of documents to different ministries, coordinating & interacting with govt. & statutory bodies, drafting policies as per the requirements of the Management  * Skilled at corporate actions of the management which included being part of the entire gamut of activities like convening of board meetings, committee meetings, preparation of agenda, minutes, notices of general meetings, director’s report, ROC filings and registers  * Expertise in working on software like **Tally ERP9** and in analysing and interpreting unique problems, with a combination of varied experience and logical & analytical thinking to find the right solutions  * Excellence in office administration and book-keeping procedures, accounts payable, receivables and maintaining general ledgers  * An effective communicator & implementer with recognized proficiency in accomplishing corporate plans and goals independently     Articleship  **Jul’13-Nov’14**  **Mr. N.G. Limaye, Pune as CS Trainee**  **Key Result Areas:**   * Prepared minutes of Board of Directors meetings of Companies * Managed e-filing work of companies for the financial years 12-13 & 13-14 * Undertook drafting work like drafting of resolution for an increase in capital, drafting of resolution for appointment of proxy and drafting of resolution for sale of property * Audited statutory registers and books * Assisted in preparing the annual report of company     Education   * **Company Secretary (Foundation Executive and Professional 2 Groups Cleared)**from Institute of Company Secretaries of India, Delhi in 2014 with 57% * **LLB** from Pune University, Pune in 2013 with 51.5% * **B.Com.** from Pune University, Punein 2009 with 63.25% * **12th** from M.M.C.C., Pune,HSC Board in 2006 with 67.16% * **10th**from S.P.M. English School, Pune,SSC Board in 2004 with 67%   Other Courses:   * **Tally ERP 9** from CMC Academy in 2015 with 78% * **ICA** from Institute of Computer Accountants, Punein 2017     Work Experience  **Mar’18-Apr’18**  **R.V. Sagar & Associates, Pune as Clerk**  **Key Result Areas:**   * Posted and processed journal entries to ensure all business transactions are recorded * Updated: * Accounts receivable and issue invoices * Accounts payable and performed reconciliations * Financial data in databases to ensure that information will be accurate and immediately available when needed * Assisted in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines * Prepared and submitted weekly/monthly reports   **Aug’17-Feb’18**  **Shree Sharada Sahakari Bank, Pune as Temporary Clerk**  **Key Result Areas:**   * Conducted cash transactions with customers * Entered transactions into accounts receivable system, cash register or cash receipt journal/log * Delivered each validated deposit slip/e-Deposit form to the Reconciler   **Jan’15-Jun’16**  **Law Spades Private Limited Company, Pune as a Legal Assistant**  **Key Result Area:**   * Filed claims for accident cases in USA under the project **RSA Demand Filing** * Engaged with **Foreign Law**   Worked with LP Sales Company as accounts assistant from 9.06.2018 to 12.07.2018.  Worked with M.S. Godbole and Associates from 6.8.2018 to 05-06-2021 as GST Assistant. Handled the responsibility of GST filing, income tax data entry etc.  Currently working with Dahotre and Dahotre Chartered Accountants as Senior Indirect Tax Executive in Indirect Tax Team from 08-06-2021 onwards till date handling responsibility of GST return filing.    IT Skills   * **Application Package:** MS Office (Word, Excel and PowerPoint) * **Others**: Internet Applications * **Tools:**  Tally ERP9     Personal Details  **Date of Birth:** 17th July 1988 | | |  | | --- | | Contact | | ameya688@gmail.com  +91-8788342562/020–24345265  Plot No. 5, MahalaxmiSoc, ‘Chintamani’ Bungalow, Anandnagar, Sinhagad Road,  Pune – 411051 | | Core Competencies | | * Legal Drafting * Statutory Records * Company Law / Acts * Corporate Governance * General Accounting * Reports Development * Legal Research * Compliance | | Soft Skills | | * Communicator * Innovator * Thinker * Collaborator * Intuitive * Team Leader |     Languages   * English * Marathi * Hindi     Career Timeline  **Mar’18-Apr’18**  **R.V. Sagar & Associates, Pune as Clerk**  **2015 to 2016**  **Law Spades Private Limited Company, Pune as a Legal Assistant**  **2013 to 2014 Mr. N.G. Limaye, Pune as CS Trainee**  **2017 to 2018 Shree Sharada Sahakari Bank Pashan Branch as Temporary Clerk** |