

CURRICULAM VITAE

Rakesh Sinalkar

03, Shantabai Niwas,
Chendani Koliwada,
Mithbandar Road,
Near Sainagri,
Thane (E)– 400 603

E-Mail	✉ rakeshsinalkar@gmail.com
Mobile No.	☎ +91-9769199160

Objective:

To work in an innovative, rewarding and challenging environment which offers professional growth in terms of improving my skills through continuous learning and thereby to contribute to the growth of the organization.

Professional Experience:

Wipro pvt ltd.

Designation : Senior Associate
Duration : July 2015 to Jan 2018
Job Profile : Back-office Operation in healthcare

Biotronics Equipment Pvt. Ltd.

Designation : Accountant
Duration : Jan 2015 to July 2015 (6 Months)
Job Profile : Billing, Invoice, Dispatch, Tracking Payments, Follow up with banks and clients, MIS Entry and Excel, Petty cash handling , Tax Audit, VAT Audit, Service Tax, TDS, Professional Tax, Trust Audit, IT Return File, Account Finalization, Purchase Sales Bill entries in Tally, Handling All journal Voucher entries.

Navin Dedhia & Co. Chartered Accountants

Designation : Accountant
Duration : Jan 2014 to Jan 2015 (1 year)
Job Profile : Tax Audit, VAT Audit, Service Tax, TDS, Professional Tax, Trust Audit, IT Return File, Account Finalization, Purchase Sales Bill entries in Tally, Handling All journal Voucher entries.



Principle Strength Includes:

- Honest and hardworking in whatever I do.
- Ability to understand customer requirements and problems
- Generating customer relationships
- Responding promptly under pressure and adverse conditions



Software Exposure:

Basic Knowledge in Computer : MS-CIT, MS-OFFICE (Word, Excel, PowerPoint),
Mailing Internet & Tally 9, Tally 7.2

Operating System : Windows 98/2000, Xp

Functional Area : Mumbai



Educational Summary:

Course	Passing Year	University / Board
T.Y.B.COM	2012	Mumbai
H.S.C	2009	Mumbai
S.S.C	2007	Mumbai



Personal Profile:

Name : Rakesh Sinalkar

Permanent Address : 03, Shantabai Niwas, Chendani Koliwada, Mithbandar Road,
Near Sainagri, Thane (E) – 400 603

Date of Birth : 29th July 1992

Gender : Male

Marital Status : Married

Languages Known : English, Marathi, Hindi

Other Interest : Cricket

(Rakesh Sinalkar)