

# **KIRAN VIJAY PATIL**

**Mob.No.:+91 8689965738**

**Email: - [kiranpatil8896@gmail.com](mailto:kiranpatil8896@gmail.com)**

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## **Objective:**

Seeking a learning, challenging & progressive career in a reputed and growing organization which could provide me with opportunities to apply my academic knowledge for achieving organizational goal & as well as personal enrichment and growth.

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## **Personal Details:**

<b>Date of Birth</b>	: 10 <sup>th</sup> September 2000
<b>Current Address</b>	: Sonawane Chawl, Near Parksite Police station, Suryanagar , L.B.S. Marg, Vikhroli (w), Mumbai-400083.
<b>Gender</b>	: Male
<b>Marital Status</b>	: Single
<b>Language Known</b>	: Marathi, Hindi & English
<b>Nationality</b>	: Indian.
<b>Hobbies</b>	: Listening Music, Playing Carrom, Cricket.

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## **Qualification:**

- B.COM (Bachelor of Commerce) University of Mumbai Year 2021.
- H.S.C. Kirti M. Doongursee College Year 2018.
- S.S.C. Dharmaveer Sambhaji Vidyalaya Year 2016.

**Additional Qualifications:**

- Ms-Cit
- Advance Tally Erp.9
- Basic Computer Knowledge.

**Experience:**

Currently working with Ashwamedh Distribution Private Limited (Chartered Accountant), since 01<sup>st</sup> June 2023 to till date as Accountant.

**Key Roles and Responsibilities:**

- Assisted in data entry and bookkeeping tasks, ensuring accuracy and compliance with company procedures and individuals.
- Solving queries with client related to accounts.
- Prepared supporting documentation for audits, assisted in the audit process.
- Assisted in the annual audit for checking payments vouchers, sales, purchase, verification of bank statements, petty cash book, collaborate with client and clearing the doubts.
- Helped in payroll processing and maintained employee records.
- Assist in maintaining accurate financial records, including accounts payable and receivable.
- Conduct bank reconciliation to ensure the accuracy of transaction and resolve discrepancies.
- Help in the preparation of monthly financial statements and reports.
- Collaborate with the senior accounting team in various accounting tasks.
- Prepared financial statements, including balance sheets, income & expenditure and cash flow statements.
- Managed accounts payable and receivable maintaining accurate and up-to-date records.
- Preparing GSTR-1 & GSTR-3B data, create challan and filing GSTR-1 & GSTR-3B monthly and quarterly.
- Maintain & update client base.
- Preparing GST summary, capital gain (long term and short term) sheet.

**Strengths:**

- Optimistic & Hardworking.
- Leadership Quality.
- Able to work under pressure.
- Co-operative by Nature.

**Pursuit:**

- To work for a company to which I give value additional but at the same time add knowledge and experience to self.

**Place: MUMBAI**

**Date:**

**(KIRAN VIJAY PATIL)**