**CURRICULUM VITAE**

**LAXMAN NARAYAN TAVTAM**

Plot no. 18/60, madhav nagar,

M I d c road solapur(mah)-413006

MOB - 9075396182

[laxmantavtam@gmail.com](mailto:laxmantavtam@gmail.com)

To work in a stimulating environment where I can enhance my knowledge and utilize my potential to the best of my ability in conjunction with the company’s goals and objectives.

**WORK EXPERIENCE**

**SHIPCO IT PVT LTD PUNE**

DESIGNATION: - ACCOUNTING OFFICER

Duration :- from 14th Aug 2017 to Till Date

**Responsibilities**

* Running payments of the clients, processing AP invioces, vouchering of AP invioce at daily basis level.
* Preparing vouchers of GST invoices and submit to the clients.
* Maintaining basic vouchers and journal entries.
* Well versed with the excel knowledge i.e.vlookup,hlookup using formals.
* Doing work allocation and reporting to the Team Leader.
* Maintaining monthly data tracker and submit to the mananger.
* Preparing bank recon and IGB vendors, doing quality level after completion of task.

**LAXMI AUTOMOBILES SOLAPUR**

DESIGNATION: - INTERNAL AUDITOR

Duration:- from 27 Jan 2016 to 13th Aug 2017

**RESPONSIBILITIES:-**

* Auditing and reconciliation of bank statements of five banks on monthly basis, Managing financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable Checking on priority basis of company accounts and tax returns for audit.
* Auditing and party reconciliation of purchase and sales register of company, daily cash book checking of sections, auditing vendor accounts, party statements on monthly basis.

Checking accounts payable functions of sub dealer expenses.

* Monitoring, recording and analyzing of company expenses.
* Checking journal entries and perform accounting correction to ensure accurate records.
* Maintaining stock of motorcycles and scooters, reporting weekly to the management department.
* Conducting weekly meetings of a accounts department and PDI department.

**C.A.KOUKUNTLA AND COMPANY**

DESIGNATION: - ACCOUNTANT CUM AUDITOR

Duration:- 2 YEAR 2 MONTHS

**RESPONSIBILITIES:-**

* Auditing of purchase and sales register of company clients.
* Maintaining books of accounts i.e. account payables and receivables of clients.
* Entering accounting entries in tally 9 software and exporting file into the excel sheet for checking purpose.
* Filling of vat returns of clients.

**EDUCATIONAL QUALIFICATION**

M.COM Passed from solapur university solapur in 2014

B.COM Passed from hirachand nemchand college of commerce solapur in 2011

12th from pune board in 2008

10th from pune board in 2006

**COMPUTER KNOWLEDGE**

* Completed Tally 9
* Ms-CIT (Microsoft Word, Excel, Access, PowerPoint, Microsoft Windows and Microsoft Office)

**STRENTHS**

Do it now policy, positive thinking.

**OTHER ACTIVITY AND HOBBIES**

Faithful skills, Cultural activities in the college, participating games,

Conducting programs. Be active member in the working team.

Watching movies, singing songs

**PERSONAL INFORMATION**

Fathers name : - Narayan R.Tavtam

Mother’s name: - Varlaxmi N.Tavtam

Name : - Laxman Narayan Tavtam

D.O.B :- 16TH MAY1991

Gendor : - Male

Marital status : - Married

Mationality : - Indian

Religion : - Hindu

Place: - solapur

Date: -

(Laxman Tavtam)

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