

Curriculum Vitae

ROSHAN SATKAR

LIG-145, Hudco, Bhilai,
Durg, (C.G.), Pin- 490009

e-mail: satkar1808@gmail.com
Mob: 7000441698

CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

PROFESSIONAL QUALIFICATIONS

- ♦ **C.A. Final** Pursuing
- ♦ **C.S. Final** Pursuing
- ♦ **C.A. Inter** Completed in year 2008 from ICAI.
- ♦ **C.S. Inter** Completed in year 2010 from ICSI.
- ♦ **L.L.B.** Completed in year 2005 from Pt. RSU, Raipur, (C.G.).

EDUCATIONAL QUALIFICATIONS

- ♦ **B.Com.** Completed in year 2002 from Pt. RSU, Raipur, (C.G.).
- ♦ **B.C.A.** Completed in year 2002 from Bhoj (open) university, Bhopal, (M.P.).

WORK EXPERIENCE

1. Presently working in Top Builders of C.G. '**Kadam Builders, Anjora, Durg** from **16.06.2016 to till today** as Senior Accountant assigned responsibilities is :
 - Preparation for **RERA Project Registration** Document according to RERA Act.
 - Preparation for **RERA withdraw** from Designated Account Documents.
 - Preparation for **RERA Quarterly Updation Report** of Project according to RERA Act.
 - Preparation for **RERA Annual Report** of Project according to RERA Act.
 - Preparation and file **GST Return form-3B** and **GSTR-1** on Monthly basis.
 - Preparation of **Compliance report** against **GST and Income tax** Departmental Notice.
 - Ensure timely and accurate filing of all corporate and personnel income tax and GST.

- Preparation For **TDS payable and Return** Submission.
 - Updating and Maintaining Accounting Books.
 - Preparation and reconciliation of Monthly genral ledger, journals.
 - Preparation of **Bank Reconciliation Statement** on monthly Basis.
2. Worked in one of top Chartered Accountant Firm '**Sanjay Manoj & Associates, Bhilai**' from **01.09.2014 to 15.06.2016** as Accounts Assistant.assigned responsibilities were:
- Preparation of Bank Reconciliation Statement.
 - Updating and maintaining Accounting Books.
 - Preparation of Adhoc reports as required.
 - Preparation and reconciliation of monthly General Ledger, Wages Journals.
3. Worked in one of the leading Govt. Sector Company '**NTPC-Sail Power Company Pvt. Ltd. (NSPCL) Bhilai**' from **02.02.2011 to 31.08.2014** as Accounts Assistant assigned responsibilities were:
- Updating and maintaining payroll records.
 - Reconciliation, Calculation and payment of TDS of Employees.
 - Calculation of final payment of Superannuation, termination and death case.
 - Preparation and reconciliation of monthly General Ledger, Wages Journals.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Prepares payments by verifying documentation and requesting disbursements.
 - Processing increases and calculation of Arrear pays on Employee Promotion.
 - Check and payment of Employees Medical Bills.
 - Prepare Annual Saving Declaration of all Employees with relevant legislation.
 - Preparation of adhoc reports as required.
4. Worked as Senior Article Clerk in:
- Anand Jimnani & Associates, Chartered Accountants, Bhilai (C.G.) from 02.02.2008 to 01.11.2008 :
 - ♦ Statutory Audit of State Bank of India, Jabalpur, M.P.
 - ♦ Internal audit of MARUTI Ganapati Motors, Bhilai.
 - ♦ Internal audit of TVS Kailash Motors, Bhilai.

- Kshitij Jain & Co., Chartered Accountants, Durg (C.G.) from 02.11.2008 to 01.02.2011 :
 - ♦ Tax Audit and Statutory Audit of Companies.
 - ♦ Bank Audit
 - ♦ Project Reports
 - ♦ Tax related matter.
 - ♦ Stock audit of various companies.

COMPUTER EXPOSURE

- Thorough knowledge and on hand experience of Tally, MS-Office and Internet.
- Industrial Computer Accountant (ICA) from Bhilai.

KEY POINTS AND STRENGTH

- I am Quality Conscious and try to improve my work as much as possible in the time period available to me.
- I work well in team and am able to interact well with others in a work or a social environment.
- I tend to take total responsibility of my task, have positive ethics, well in communication skill.

PERSONAL DETAILS

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|-------------------|---|------------------------|
| • Name | - | Roshan Satkar |
| • Father's Name | - | Shri Hemant Rao Satkar |
| • Date of Birth | - | 18.08.1980 |
| • Sex | - | Male |
| • Religion | - | Hindu |
| • Nationality | - | Indian |
| • Marital Status | - | Married |
| • Languages known | - | English, Hindi. |

DECLARATION

I here declare that the above written particulars are true to the best of my knowledge and belief.

Date: 24-2-2020

Place: Bhilai

Roshan Satkar

