

RESUME

Ganesh S. Gondal

gondalganesh91@gmail.com

Mobile: 9664214213.

Personal Data:

DOB : 06th September 1991.

Gender : Male.

Marital Status : Single.

Nationality : Indian.

Present Address :

Room No- 01,
Holu Ladke Society,
Sarotha Pada,
Near St. Cathrine High School,
Veera Desai Road, Andheri (W)
Mumbai- 400058.

Linguistic Abilities:

English, Hindi, Marathi

Favourite Pursuits:

Playing Cricket, Travelling.

Objective

Seeking a challenging career in progressive organization that can give me a scope to learn and enhance my skills further and opportunity to grow my Feature endeavor and as asset to the organization.

Educational Profile

Degree : **B.com**
Board : Mumbai University.
Year of Completion : 2013
% Marks : 58.43%

Course : **HSC**
Board : Maharashtra Board .
Year of Completion : 2010
% Marks : 51.33%

Course : **SSC**
Board : Maharashtra Board.
Year of Completion : 2007
% Marks : 45.80%

Job Profile

Responsibilities :-

- Preparing of Cash and Bank Vouchers.
- Handling Day to Day Accounting Work.
- Handling all Banking Transaction (NEFT , RTGS , Fund Transfer)
- Prepare & Maintain Daily Report on Bank and Cash position.
- Daily Post Purchase & Sales Entry in Tally.
- Maintain daily Payments & Receipts entries in Tally.
- Preparation of Bank Reconciliation on Weekly & Monthly Basis.
- Releasing claims, travelling expenses, expenses vouchers, incentive payments, drafting of same would be required
- Prepare Collection Report On Monthly Basis.
- Preparing Staff Salary & Preparing Cheque.
- Reconcile of Inter company accounts.
- Preparing TDS working for Returns.
- Preparing Cashflow Statement On Monthly Basis.
- Handling Petty Cash.

Work Experience (3 Years)

- as an Accounts Executive with **Zee Learn LTD**, Andheri.
Duration : **From 1st January 2015 to Till date.**
- Worked as an Accounts Assistant with **S D Retail Pvt Ltd**, Andheri
Duretion: **From 1st November 2013 to 31st December 2014**

Additional Qualification

- Tally ERP 9, MS-CIT, English Typing (speed 30 wpm)

Potential

- Dynamic.
- Good Logical & Analytical skills.
- Good Communication skill.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I assure that, if I am placed, I will serve the firm with utmost genuineness and dedication.

Yours sincerely,

Place: Mumbai

Ganesh Sitaram Gondal.