**Himanshu Rokade**

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**Current Address: Plot no-135, Room no - 2, Road No –9,Chandra Vihar bldg,**

**Near jain sweets,Jawahar nagar, Goregaon (w).Mumbai: 400 062.**

**:** **+91 9769032737**

: himanshurokade91@gmail.com

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# **Professional Objective:**

To find challenging & rewarding management position to work in professional environment wherein my qualities could be synergistically utilized towards making of Accounts practices for achieving organizational objective.

**Professional Experience:**

* Working with Prompt Personnel Consultancy Services Pvt Ltd **an Service Industy at, Malad West Mumbai – 400 104** as a **Accounts Assistant** Since 29TH Dec-14 to till date.

**Job Responsibility:**

* Handling Books of Accounts.
* Handling Petty Cash and Recording expenses with Proper Supporting.
* Reconciling Ageing & Debtor.
* Reconcilation of banks and other heads
* Making Payment to Vendors.
* Preparation of tax computations (Individuals)
* TDS & Service tax payments & tds Returns.
* Maintaining Service tax input credit register
* Salary processing.
* Book debts audit quarterly basis
* RTGS and Neft.
* Worked with Prakash Mhapankar. (Tax consultant) As an **Assistant Tax Consultant** since. (for 6 Months)
* Worked with GLS Lighting Solutions Pvt ltd as Accounts Assistant for one year.

## **Academic Level (Classroom Learning)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class Obtained** | **Board / University** | **Year of Passing** | **Percentage** |
| **T.Y. b com** | **Mumbai** | **2012** | **68%** |
| **H.S.C.** | **Maharashtra** | **2009** | **69%** |
| **S.S.C.** | **Maharashtra** | **2007** | **62%** |

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**Additional Qualification**

1. COMMON PROFICIENCY TEST PASSED (C A ENTRANCE).

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**Computer Skills:**

1. Operation Systems : Window 98, 2000, XP & 2007
2. Application : Microsoft Office (Word, Excel,PowerPoint)
3. Software : Tally 7.2, 9.0 and ERP 9, E - TDS

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##### **Personal Profile:**

Name  **:** Himanshu Prakash Rokade

Date of Birth **: 21st Oct** 1991

Gender & Marital Status : Male / Single

Languages Known : English Hindi & Marathi.

Hobby  : Playing Cricket, Listening Music

##### **DECLARATION**

      I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place: Mumbai**

**(Himanshu Rokade)**