

Lahu Jadhav

M.com & diploma in accounts with more than 5 yrs of experience.

Pune, Maharashtra - Email me on Indeed: [indeed.com/r/Lahu-Jadhav/2448dc37214c577a](https://in.linkedin.com/in/Lahu-Jadhav/2448dc37214c577a)

To dedicate myself for the growth of organization and to contribute my skill, knowledge & experience for development of the organization, I want to grow with a professionally managed organization with constant growth orientation that could expose me unlimited challenges in the areas of 'Account' and that will help me to enhance my knowledge. I emphasize on human values such as honesty, hard work, devotion, duty faith and kindness.

WORK EXPERIENCE

Accounts Executive

Zenon Systems Pvt. Ltd - Pune, Maharashtra - April 2012 to Present

with following responsibilities, Zenon Systems is supplier of electronic biometric attendance machines to Govt. as well as Pvt. Clients all over Maharashtra

- Daily auditing of accounting entry on Tally ERP 9
- Whole responsibility of accounting for Purchase, Sales, Receipt, Payment & Taxation transaction
- Maintaining daily petty cash for miscellaneous payment
- Prepare and send notices to debtors for remittance of bills
- To Debtors & creditors reconciliation statement and follow-up for payment
- Tax deduction at source while making payment & online payment of such TDS in respective account
- Preparation of VAT working for taking input tax credit & Monthly VAT payment & Return filling
- Overall responsibility of 'C' form
- To take responsibility to give various reports, related to accounts to the management as per the requirements in various times
- Processing of vendor invoices and matching it with Purchase orders, Delivery note & Quality test reports
- Confirm credit days from suppliers & make payment by way of Cheque, RTGS & NEFT, and DD
- Finalization of Balance sheet & vendor-customer account reconciliation at the end of year
- Entire Bank related works with the concern
- Processing of monthly salaries of employee
- Monthly Bank & General Ledger reconciliation
- Reporting to Managing Director

Audit & Accounts Assistant

CA. H.D. Patil & Co - Latur, Maharashtra - February 2011 to April 2012

with following responsibilities

- Filling of Income Tax returns of Individual & other Assessee
- Handled Auditing & Books of Accounts of Various Clients
- Vat working of various clients & payment of VAT liability with in time
- Auditing of Proprietary Firms, Partnership Firms & Pvt Ltd Companies
- Submission of Audit reports in Income Tax Department
- Maintaining daily petty cash
- Billing of clients & follow-up for the same
- Reviewed various account and handled preparation of P&L account and Balance Sheet

- Tax payment with challan filling in bank
- All office activities & maintaining of daily petty cash

To Assist C.A

Sagar Tyres Pvt. Ltd - Sagar, Madhya Pradesh - January 2008 to February 2011

Latur] Jan 2008 to Feb2011

Worked as an "Accountant" with following responsibilities, Sagar Tyres is one of the largest authorized dealers of tyres of different companies having 4 branches in Latur

- Daily accounting entry on Tally 9.0
- Accounting for daily receipt & payments
- Preparation of VAT working for taking input tax credit & VAT payment & Return filling
- Finalization of Balance sheet & vendor-customer account reconciliation at the end of year
- Maintain daily petty cash accounts
- Follow up for payment from debtors
- To take responsibility to give various reports, related to accounts to the management as per the requirements in various times
- Submit monthly reports to management regarding the monthly expenses and collection.
- To Assist C.A. in Auditing of the Firm & Finalization of Balance sheet, Books of accounts
- Entire Bank related works with the concern & Monthly Bank reconciliation
- Processing of monthly salaries of employees
- All office activities (office Administration)
- Reporting to Manager

EDUCATION

Certificate in "Industrial Accountant"

ICA Institute

2010

Master of Commerce

PUNE University - Pune, Maharashtra

Bachelor of Commerce

S.R.T Nanded University - Nanded, MAHARASHTRA, IN