

RESUME

AJAY ASHOK NANARKAR

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Room No. 303, 3rd Floor
Siddhivinayak Apartment, Nana Nani Park
Virar East Thane – 401305
Contact No. –8286818421.

STRENGTHS:

- I believe in maintaining good work
- Good team work with positive approach.
- I believe in sincerity and dedication in execution of the work.

Educational Qualification:-

EXAM	YEAR	SCHOOL/ COLLEGE	BOARD	CLASS OBTAINED
S.S.C.	MARCH 2008	R. R. PODAR SCHOOL	MAHARASHTRA STATE BOARD	I CLASS
H.S.C.	MARCH 2010	L. S. RAHEJA COLLEGE	MAHARASHTRA STATE BOARD	II CLASS
T.Y.B.Com	MARCH 2013	L. S. RAHEJA COLLEGE	MUMBAI UNIVERSITY	I CLASS

SKILLS:-

- TDS, Finalization, Bank Reconciliation, Account Receivable, Account Payable & Tally ERP 9.

Work Experience:-

Name of the Company/Organization	Designation	Period
VJTF Eduservices Limited	Accountant	April 2016 till date
Narendra S. Barve & Associates	Jr.Executive Accounts	June 2013 to April 2016

Job Profile:-

Narendra S. Barve & Associates (June 2013 to March 2016)

- Data entry of accounts in the Tally 9. Including Bank Reconciliation Statements
- Finalization of accounts and preparation of Balance Sheet and Profit and Loss Account for clients
- Preparing & Filling the Income Tax Returns of Salaried, Businessmen & Professionals, Partnership Firms.
- Preparation of Basic Data for Financial Schedules
- Doing Internal Audit, Tax Audit
- TDS – Obtaining registration of TAN, Preparing TDS challan & making payment through e-payment/Bank, filling TDS return

VJTF Eduservices Limited (Witty Kids School) (April 2016 To Till Date Pratiksha Foundation Charitable Trust (witty international school) (April 2016 To Till Date

- Handled petty cash
- Maintaining & Vouching daily account books (Cash & Bank)
- Prepared Bank Reconciliation Statements & Invoices
- Creditors Reconciliation.
- Audit support specific to Account Reconciliations
- Co-ordinate with CA for Audit report on behalf of Management Finalization of accounts and preparation of Balance Sheet and Profit and Loss Account
- Preparation of Form No. 16 & 16 A
- Preparation of Basic Data for Financial Schedules
- Co-ordinate with CS for file necessary documents with Companies House, such as annual tax returns and audit reports , Co-ordinate with Arrangement board meetings and annual general meetings (AGMs) .

I solemnly declared that all the above information is correct to the best of my knowledge and belief

PERSONAL INFORMATION :-

Date of Birth - 17 MAY 1992
Gender - Male
Marital Status - Married

Place :-Mumbai

Ajay Nanarkar.