

SAMEER PRAMOD BHOSLE

Flat No: 503, 5th Floor, "C" Wing, Building No: 15, Ashtavinayak CHS Ltd, Chandivali Farm Road, Sangharsh Nagar, Mumbai – 400072.

DATE OF BIRTH: 10th January, 1988

MOBILE: + 91- 8108523394 | **E-MAIL:** spbhosle101@gmail.com

OBJECTIVE

To build my career in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my Accounting, Financial and Auditing skills and experience in order to add more value to the organization and to learn more about Accounts, Finance, Taxation and Audit.

PROFICIENCIES

- Accounts Finalization
- Statutory Compliance
- Tax Audit, Direct Tax Compliance, GST
- Internal Audit, Statutory Audit
- Worked as a Team Leader

ACADEMIC CREDENTIALS

Qualification	Board / University / Institute	Year	Class / Appearing
M.B.A.	Welingkar Institute	-	Awaiting for Certificate
CA-IPCC (CA -Inter)	ICAI	2010	Group - I (Passed)
CA-CPT	ICAI	December,2008	Passed with 69.5%
B. Com	Mumbai	2008	Passed with Second Class

EMPLOYMENT CHRONICLE

➤ **Rais Export - Jan'2020 to till date**

Key Responsibility area:

Working as Accounts Manager

- Finalization of Accounts, Intercompany finalization
- Responsible for all receivable (Outstanding Recovery).
- Managing Accounts Payable.
- Handling the team and ensuring work completion of team as per the time frame given to them.
- Managing & Reviewing of Operational Activity.
- Preparation and submitting of GST Returns
- Liasoning with bank/s and auditor/s

Accounts Receivable:

1. Set objectives for accounts receivable team that align with the accounting department's goal
2. Monitor processing of invoices
3. Ensure timely collection of payments
4. Negotiate with the clients in non- payment cases
5. Conduct credit check on all customers, establish & manage credit limits
6. Make recommendations to improve quality of invoicing and collection procedures
7. Sundry debtors ageing reports on monthly basis

Accounts Payable:

1. Reconciliations of Banks, Vendors, Inter-company Transactions/Balances
2. Booking of Forward Contract
3. Managing Forex Payment & Documentation of Import.
4. Coordinating with Logistic Partner for Custom Clearance

Taxation & Statutory:

1. Preparation of Working & Submitting of GST Return
2. Follow up with Vendor for Input Tax Credit In case of not shown on portal
3. Verification of TDS Deduction & ensure timely payment.
4. Responsible for TDS Return
5. PT payments & Returns

Other:

1. Responsible for Reconciliations of Banks, Vendors, Debtors, Inter-company Transactions/Balances
2. Preparing MIS Report and send it to management for further actions.
3. Preparation of Financials & Schedules

➤ **Beauty Essentials Marketing Pvt Ltd -Dec2016 to Jan'2020**

Key Responsibility area:**Working as Accounts Manager**

- Responsible for resolving any issue in the company before Management.
- Managing Distributors Claims, Reimbursements, Issues.
- Managing Accounts Receivable.
- Managing Accounts Payable.
- Handling the team and ensuring work completion.
- Managing & Reviewing of Operational Activity
- Preparation of Working & Submitting of GST Return
- Follow up with Vendor for Input Tax Credit In case of not shown on portal
- Liasoning with bank and auditors

➤ **UFO Moviez India Limited – Oct.2015 to Dec.2016**

Key Responsibility area:

Working as an Accountant

- Preparation of Financials & Schedules and Resolving queries of Auditors, if any.
- Verification of TDS Deduction & ensure timely payment.
- Preparation & Maintaining of Fixed Assets Register (FAR).
- Margin sale of Capital Equipment (Report).
- Letter of Credit (LC –Foreign / Inland): LC Application, Amendment, and Acceptance.
- Forex Payment.
- Furnishing Banking Compliances
- Review of Following:
 - Branch Accounting – (MIS, Monthly Closing)
 - Checking of Data Entry
 - Checking of Vendor Payments & respective compliance (Like TDS, Policies)
 - Checking of Salary Booking
 - Booking of foreign Invoice, Remittance & Exchange gain/Loss
 - Ensure Booking of Import Duties Properly
 - Reconciliations of Banks, Vendors, Inter-company Transactions/Balances

➤ **Saketh Exim Private Limited – Nov,2014 to September,2015**

Key Responsibility area:

Working as an Accountant

- Checking of Data Entry
- Reconciliations of Banks, Vendors, Inter-company Transactions/Balances
- Preparation of Cost Sheet
- Preparation of Profit & Loss Accounts & Balance sheet
- Finalization of Accounts
- TDS Calculations, Preparation & submission of E- TDS Returns
- MVAT Calculations, MVAT Return
- Preparation & Submission of Income tax return
- L/C discounting, Forex Transaction

➤ **Vaishampayan & Associates, Chartered Accountants – December, 2010 to October, 2014**

Key Responsibility area:

Working as an Accountant & Audit Assistant

▪ **Working as an Accountant**

- Data entry in various versions of Tally & CA Office Software
- Preparation of Profit & Loss Accounts & Balance sheet
- Reconciliations of Banks, Vendors
- Finalization of Accounts
- TDS Calculations, Preparation & submission of E- TDS Returns
- MVAT Calculations, MVAT Return
- Service tax Calculations & Returns
- Preparation & Submission of Income tax return
- ROC Related Work

▪ **Working in Taxation**

- Review of Statutory Compliances
- Preparation of Income Tax Return of Individual, HUF, Companies, Partnership Firms etc.
- Handling the cases regarding Notices of Income Tax for Individuals, Companies etc.

▪ **Working as an Audit Assistant**

- Tax Audit of Individual, HUF, Partnership Firms, Companies
- MVAT Audit
- Statutory Audit of Companies
- Preparation Company's annual reports, Returns

➤ **SKG & Co. Chartered Accountants - from April, 2008 to November, 2010**

Key Responsibility area:

▪ **Working as an Accountant**

- Data entry in Tally
- Preparation of Profit & Loss Account & Balance sheet
- Banks Reconciliations
- Finalization of Accounts
- Preparation & submission of E- TDS Returns

Working in Major Audits

- Audit of Cotton Federation (NAFED)
- Physical Verification of TTML Assets and Verification of TTML Towers
- Internal Audit of TATA Teleservices Maharashtra Limited - TVH
- Audit of many more Private Limited Companies and Public Limited Companies

COMPUTER SKILLS

- MS Excel, MS Word, MS PowerPoint
- Internet & Related Packages
- Tally ERP 9
- CA Office Software
- Handling SAP
- Handling Navision

PERSONAL INFORMATION

- **Current Address:** Flat No: 503, 5th Floor, "C" Wing, Building No: 15, Ashtavinayak CHS Ltd, Chandivali Farm Road, Sangharsh Nagar, Mumbai – 400072.
- **Permanent Address:** At & Post – Wavarle, Taluka – Khalapur, Karjat, District – Raigad, PIN-410206.
- **Language known:** English, Hindi and Marathi.
- **Hobbies & Interest:** Swimming, Listening Music, Playing Chess & Cricket.
- **Total Experience:** 12 Years +

DECLARATION

I hereby declare that all the information stated above is true & correct to the best of my knowledge and belief.

DATE:

PLACE:

(Sameer Pramod Bhosle)