

CURRICULUM VITAE

CONTACT ADDRESS:-

85 ²/₂, Lane No-14 Kailas Seva
Mandal, Wadala Sewri Cross
Road, Wadala,
Mumbai- 400 031

Mob No:-

+91 8689936503/8097753085

EMAIL ID:-

shirkasantosh90@gmail.com

ACADEMIC QUALIFICATION:-

Qualification	B.com
Board/University	Mumbai
Month/Year	March-2016
Grade	II
Qualification	H.S.C
Board/University	Maharashtra State
Month/Year	Feb-2012
Grade	II
Qualification	S.S.C
Board/University	Maharashtra State
Month/Year	March - 2009
Grade	II

COMPUTER PROFICIENCY:-

- MS Office Application (Excel, Word)
- MS-CIT
- Knowledge of Tally ERP9

PERSONAL DETAILS:-

Date of Birth	1 st April 1990
Gender	Male
Nationality	Indian
Mother Tongue	Marathi
Language Known	Marathi, Hindi, English
Marital Status	Unmarried
Strength	Hardworking

SANTOSH VASANT SHIRKE

OBJECTIVE :-

To be part of a Growing and Dynamic Organization, where I can assimilate and apply my Knowledge and Skills in the pursuit of Organizational interests and personal goals.

WORK EXPERIENCE :-

WORKING IN ONLOOKER PRESS AS ACCOUNTANT :-

(AUGUST 27th 2018 to Till date)

- Maintain Day Wise Purchase\ Sales Entries in Tally Erp9.
- Handled Petty Cash, prepare Voucher & file
- Prepare BRS (Bank Reconciliation Statement)
- Done statutory working for the regarding purchases like GST.
- Dealing with Bank for daily operation (Fill up Bank deposit slip, DD,RTGS,NEFT)
- Prepare & Issue Debit Note and Credit Note & pass entries in tally.
- Prepare monthly reports of outstanding Accounts Payable/ Receivable.
- Knowledge of GST. (GSTR1,GSTR2,GSTR3B) GSTR1 Filling on GST portal Site and GSTR3B Return Filling on GST portal site Monthly and Quarterly.
- Prepare Quotations in word file and send to the customers.
- Prepare purchase and sales order.
- Preparing e-way bill

WORKING IN PRANAV ENGINEERING AS ACCOUNTANT :-

(March 23rd 2017 to July 18th 2018)

Job Profile:

- Preparing Purchase order in Tally.
- Maintain Day Wise Purchase\Sales Register in Tally.
- Coordinating with vendors regarding Rate, Material issues and Invoices issues.
- Done statutory working for the regarding purchases like GST, VAT etc.
- Make payments of creditors and working of TDS.
- Dealing with Bank for daily operation (Fill up Bank deposit slip, DD, RTGS, NEFT).
- Handled Petty Cash, prepare Voucher & file.
- Prepare & Issue Debit Note and Credit Note & pass entries in tally.
- Prepare monthly reports of outstanding Accounts payable.
- Prepare Creditors reconciliation statement.
- Also having knowledge of Bank Entry, Bank Reconciliation, and day to day accounting procedures.
- Prepare Import, Export entry in tally and prepare documentation in submission to bank.
- Knowledge of GST. (CGST, SGST,IGST/ GSTR1,GSTR2,GSTR3B)
- Preparing e-way bill

WORKED IN SHESH SAI AS DOCUMENT VERIFICATION OFFICER.

(From Feb 2007 – March 2009)

WORKED IN SAKHRE BINDING AS BOOK BINDER FOR 2 YEARS.

(From Jun 2005 – Dec 2006)

EXTRA CURRICULAR ACTIVITIES HOBBIES:-

Reading, Travelling, Interest In Learning New Things, Improvising On Soft Skill, Listening Music, Playing Cricket And Stitching Etc.

PLACE : MUMBAI

DATE : / /

(Santosh V. Shirke)