

Resume

ANUPAM MARUTI NAIKNAVARE

Sneh - kunj society building no.137
Room no-4049A Kannmwar nagar -2
Near vikas collage vikroli (East)
Mumbai-400078
Mobile-9967522013 / 8652786895
E-mail: - anupamnaik1985@gmail.com

Educational Qualification:

- Completed Bachelor in Commerce Third Year from Mumbai University.
- Completed H.S.C. from Maharashtra Board in February-2003.
- Completed S.S.C. from Maharashtra Board in March-2001.

Work Experience: Overall Experience of 15 Years.

I. Current Employer : M/s. Creative Engineers.

- **Profile** : **M/s. Creative Engineers** is one of the leading Authorized distributors of M/s. ADOR WELDING LTD, M/s. EWAC ALLOYS LTD., & M/s. JAINSON CABLES INDIA PVT.LTD. Specially for their all kind of welding consumables, Equipments, accessories, spares & all types of welding industrial products since 1983.
- **Department** : Account Department
- **Position** : Accountant
- **Job Profile** :
 - Monthly TDS working & Payment, Filing E-TDS Return, Form 16 & Form 16A.
 - Income Tax Computation of Employee.
 - Batch wise Cost allocation, Closing Stock Valuation.
 - Monthly GST, Sales Tax working & Payment, Filing GST & Sales Tax Return.
 - Preparing Monthly Bank Stock Statement.
 - Monthly Service Tax working & Payment, Filing Service Tax Return.

- Physical Stock Taking.
- GST & Vat Audit.
- Handling Sales Tax & Income Tax Assessment.
- MIS Reporting.
- Preparing Profit & Loss A/c & Balance Sheet.
- Internal Audit & Tax Audit.
- Accounting up to Finalization.
- Preparing online or offline all kinds of tender documentation.

II. Company : Mediklin Healthcare Ltd.

- **Department** : Account Department
- **Position** : Account Assistant
- **Job Profile** :
 - Sales Entries, Calculating Sales Tax Liabilities, Preparing Sales Tax Challan & Filing Sales Tax Return.
 - Handling Sales Tax Assessment.
 - Bank Reconciliation.
 - Issue & Collection of Statutory Forms & Application for Statutory Forms.
 - Purchase Entries, Journal Voucher, Preparing Debit Note & Credit Note.
 - Scrutiny of Debtors & Creditors and all General Ledger Scrutiny.

III. Company : M/s. RARE EARTH .

- **Department** : Accounts & Administration Department
- **Position** : Account Assistant
- **Job Profile** :
 - Sales Entries, Calculating Sales Tax Liabilities, Preparing Sales Tax Challan & Filing Sales Tax Return.
 - Handling Sales Tax Assessment.

- Bank Reconciliation.
- Issue & Collection of Statutory Forms & Application for Statutory Forms.
- Purchase Entries, Journal Voucher, Preparing Debit Note & Credit Note.
- Scrutiny of Debtors & Creditors and all General Ledger Scrutiny.

Additional Qualification

- English Typing speed of 30 wpm.

Computer Knowledge:

- Software
 - ✓ Windows.
 - ✓ MS office (Word, Excel, PowerPoint)
 - ✓ Internet.
 - ✓ Tally ERP 9
 - ✓ Book Tracker
 - ✓ TFAT, X-FA

Personal Details:

1. Date of Birth : 17th November 1985.
2. Sex : Male.
3. Marital Status : Unmarried.
4. Languages : English, Hindi and Marathi
5. Hobbies : Reading Books & Playing Cricket, Chess & Carom.

Anupam M. Naiknavare.