Surendra

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**R e s u m e**

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 Date of Birth 29th April 1981

 **Age** 33 years

**Details of Educational Qualifications**

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| --- | --- | --- | --- | --- |
| **Degree/ Masters** | **Year of****Completion**  | **Name of****School/ Institute** | **Name of Board/** **University** | **%****Marks** |
| Bachelor in Commerce | 2004 | Abhinav Vidya Mandir | University of Mumbai | 59.04 |
|  |  |  |  |  |
| H.S.C. | 2001 | Mittal College | Maharashtra State Board | 49.00 |
| S.S.C. | 1997 | Abhinav Vidya Mandir | Maharashtra State Board | 43.00 |

 **Work Experience**

1. **Organization The Laxmipathi Balaji Sugar and Distilleries Pvt**

 **Ltd. (March 2014 onwards till date)**

 **Details of Company** The Laxmipathi Balaji group is engaged in various activities like Sugar, Steel, Hospitality,Real Estate etc. and has a group tunr-over of Rs 500.00 crores.

 **Department**  Finance and Accounts

 **Post Held Sr. Accountant -Audit**

 **Experience**  9 months

 **Job Profile** Statutory Audit, Internal Audit.

2. **Organization Sahakar Global Ltd. (2011 to March, 2014)**

**Details** ISO 9001 - 2008 certified and CARE BBB rated company, is a well-established player in Octroi Collection and Toll based projects in India

 **Department**  Accounts.

 **Post Held Accountant**

 **Experience**  3 years

 Job Profile Record keeping of daily collection of tolls in tally and excel

Bank charges verifying through bank statement

Real time tracking of all bank accounts

Periodic review and renewal of expired bank guarantees

Analyzing and verifying payments w.r.t. TDS laws

Analyzing various transaction w.r.t. Service tax and Vat laws

Timely Depositing the collected TDS, Service tax and Vat

Monthly and quarterly reporting of TDS, Service Tax and Vat to Chartered Accountants of the company

Keeping track of new Government tenders

Analyzing and participating in tender selection process

Preparation and submission of selected tenders

Guiding and training new comers

Helping in petty networking issues

Daily MIS reporting to General Manager – Finance of Bank Reconciliation Statement and collection

 3 **Organisation** **Sahakar Infracon Pvt Ltd.** **(2010-11)**

 **Details** The company is engaged the Construction of various Residential and Commercial Properties.

 **Post held** **Junior Accountant- Stores**

 **Experience** 1 year

 **Job Profile** Verification of stocks

 Prepare daily Tally entries**.**

 Requisition of fresh materials required for Cosntruction.

 4. **Organisation :-** **Rohit Vakharia and Company. (2009-10)**

 Details A Chartered Accountancy firm.

 **Post held** **Auditor**

 **Experience** 1 years

 **Job Profile** Concurrent audit of nationalized banks, which includes Bank of Maharashtra

Internal audits of listed public companied, which includes KEC International

Statutory audits of construction companies

Book keeping of CA firm

Daily reporting to the Partner

5. **Organisation :-** **Active Finstock. (2005-2009)**

 **Details** A stock broking company belonging to the Khandwala Securities and listed on the Bombay Stock Exchange.

 **Post held** **Junior Accountant**.

 **Experience** 4 years

 **Job Profile** Maintaining Books of Accounts, Cash Book, Bank Book,

 Bank Reconciliation.

 Staff payroll and statement of Wages.

 **Expertise** Proficiency in MS-Office, Windows , Word, Excel, Power Point presentations.

Tally, ERP-9.

 Special expertise in Basic software and hardware installations.