Saurabh

[Saurabh.275112@2freemail.com](mailto:Saurabh.275112@2freemail.com)

**CARREER OBJECTIVE :**

To be a part of reputed and progressive organization in order to gain knowledge and assist the professionals in performance of their duties & responsibilities for achieving their goals and objectives efficiently & effectively.

**WORK EXPERIENCE :**

* Worked at Kulkarni and Kulkarni Co. from July-2014 to January-2015 and March 2013 to September 2013 at Accounts Assistant.
* Worked in Aurangabadkar Associates from August-2012 to February-2013 as Accounts Assistant.
* Worked at S. S. Mutha and Co. from February-2012 to August-2012 as Account Assistant.

**PROFESSIONAL SUMMARY :**

* Having over 2 years of Experience in the field of Accounts, Auditing and Office Administration.
* Has knowledge of computerized accounting software (TALLY ERP 9)

**Accounts Experience and Office administration :**

* Verifying all the financial statements and in case there is a possible mistake, informing the seniors to take care of it.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher, Verification of bills.
* Maintaining accounts, databases and daily billings in order and up to date.
* Working closely with other junior accountants to ensure that duties run smoothly.
* Strong in adopt new approaches, tools for Accounting and Audit.
* Involved in Quarterly submission of physical inventory for the purpose of cc limit.
* Maintain cash transaction & petty cash book.
* Assisted Senior Accountant in preparation of books of Accounts.
* Banking, processing bank deposits, including trips to the bank.
* Reception and Administrative support.
* Supervising and Coordinating subordinates to ensure in smooth accounting.
* Assisting the senior accountant by sorting and finding the necessary documents inside the office.
* Served as as Front Desk Officer and attended phone calls coming for the senior staff or meets with the visitors and clients.

**Audit Experience :**

* Vouching of Cash and Bank Books, Sales and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Attended important seminars on behalf of the office with Senior Account and implemented in the office at the time of Audit filling month.
* Assist with preparation and coordination of the audit process in audit period.

**qualification :**

* B.COM FROM PUNE UNIVERSITY IN 2012 WITH FIRST CLASS.
* Has completed Certificate in basics of Tally ERP 9 (online mode) awarded by De Zyre Website.
* Completed “BUSINESS MANAGEMENT USING TALLY ERP 9” awarded by De Zyre website.
* Also completed “Advanced Certificate Program in Financial Accounting and Taxation” by Tally institute of Learning Bangalore.
* Has completed level 4 “INSTITUTE OF CERTIFIED BOOK KEEPERS” UK.
* Has completed Basics of banking Certificate course conducted online.
* Has started ACCA UK COURSE.
* Has completed CA Inter group 1.

**PERSONAL PROFILE**

* Date of Birth 21/11/1991
* Nationality Indian
* Sex Male
* Marital Status Single
* Languages Known English, Hindi.