**RESUME** [**ajay.339871@2freemail.com**](mailto:ajay.339871@2freemail.com)

**Post applied :- Accounts Officer**

**1] Job Profile**

Graduate in Commerce (B.Com) & Post Graduate in Business Administration (M.B.A.) having 16 Years experience as Accounts Officer in Accounts, Experience on TDS, Service Tax, Excise & Sales Tax matters & representing company to the Dept., handling various Govt. Audits & Import -Export area in Manufacturing Industry.

**2]** **Experience ( Present to Previous )**

iii] M/s.Laxmi Industries, Plot No.K-67 MIDC Waluj, Aurangabad-431136 MS, India

- usiness activity is : Heavy duty Injection Plastic Molding of Engineering Empty Crate/Bins & Vegetable Crate/Bins

- Position held as Accounts Officer working from 01.01.2016,

- Major Customers are ; Endurance group, Market Retailers & Fruit Traders in allover India.

- Role : Costing, Business Administration, Sales accounting, accounts reconciliation, payment follow-up,conduct audits,

accounts finalization, Incentive/subsidy work, Import Export & MIS reports, Raw material procurement, production &

Stores, Sales Management, Logistics & TDS, VAT, Service tax, Excise e-returns filing & MIS reports.

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ii] M/s. Savera Group Plot No.F-2 Corporate Off, MIDC Waluj, Aurangabad - 431136

Business activity is : Mfg. of Precision steel tubes, House hold items & Vegetable Empty Crate Bins

- Position held as - Senior Officer – Taxation ; Major customer were ; Bajaj Auto, Videocon, Bruce & Shopping Malls.ndia.

- Role : Costing, Business Administration, Sales accounting, accounts reconciliation, payment follow-up,conduct audits,

accounts finalization, Incentive/subsidy work, Import Export & MIS reports, Raw material procurement, production &

Stores, Sales Management, Logistics & MIS reports.

- Duration : 01.10.2015 to 31.12.2015

- Reason for Left :- Not Satisfied with Agreement Bond.

i] M/s. Sudarsshan Pollyalloys Plot. K-25 MIDC Waluj, Aurangabad-431136 MS, India

- Business activity ; Manufacturer of Extruder machine plastic coloured compound & master batches.

- Major customers were ; Simphony Cooler, Bajaj Cooler, Videocon Cooler, Recold, Tata Auto & Sapna mats.

- Position held Senior Accountant, Role ; Administration, accounting, accounts reconciliation, payment follow-up, Banking

conduct audits, accounts finalization, Incentive/subsidy work, Import Export & MIS reports, Raw material procurement,

production & Stores, Sales Management, Logistics & & TDS, VAT, Service tax, Excise e-returns filing, Income tax ITO

Scrutiny & MIS reports.

* Achievement: 1] Assignments & Targets those given by Employer & Targets completed during the Service period.

Achievement :2] Subsidy benefit availed under the Govt. scheme of PSI 2007 both New Unit & Expansion Unit.

- Reason to Left : Not satisfied with salary against assignment given.

- Duration : 01.01.1997 to 30.09.2015.

**3]** **In-plant Training details :**

iii] M/s. Nath Paper Mills Limited, Paithan Road,j, Aurangabad - 431003 Maharashtra, India.

- Large Scale Unit Manufacturing of Kraft Paper & Coated White Paper.

- Position held as – Trainee Accounts. - Period 01.01.1996 to 31.12.1996

ii] M/s. OM Distributors & Damani Vidyut Kendra, At.CBD Belapur, New Mumbai

- Distributors of Birla Jute Cement, Bajaj Electricals, supply to Construction Business, CIDCO & Air Authority.

- Position held as – Acconts & Commercial Assistant. - Period 01.01.1995 to 31.12.1995

i] M/s. Khadi Udyog Limited, Dr. D.N. Road, Fort, Mumbai - 400 001

- Large Scale Unit Manufacturing of Gram & Jute Products.

- Position held as – Management Trainee. - Period 01.10.1993 to 31.12.1994

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**4] Skill & Expertise ;**

* Business Administration.
* Auditing
* Costing.
* Sales & Purchase Computerized Financial Accounting.
* Finalization.
* Management & decision making for business development & growth.
* To keep good atmosphere in office.
* Fund flow management.
* Sales payment follow up & collection, target achievement.
* Raw material procurement & planning.
* Production & Stores management.
* Import & Export all procedural work.
* Banking.
* Logistic & dispatch management.
* Income tax scrutiny.
* MIS Report.

**5] EDUCATIONAL QUALIFICATION**

* B.Com passed in I st Division with (61.30%) in M/A 1991 From BAMU University, Aurangabad.
* M.B.A. passed in I st Division with (62.90%) in M/A 1993 from BAMU University, Aurangabad.
* Computerized Financial accounting Certificate course from Compuworld, Aurangapura, Aurangabad in 1998.
* Income Tax Law Practice Certificate Course from Shri Ram Krishna Law Institute, Samarth Nagar, Aurangabad in 1998.
* Import Export trade policy and procedural work seminar arranged by MASSIA in 2005.

**6]Personal Information**

**Name : Ajay**

* Full Name : Ajay
* Gender : Male
* D.O.B. / Age :
* Father’s Name : Late Shri. Manikrao Tukaram Nagre
* No. of dependent : Two - (Wife & Daughter)
* Address : **Declaration** :

I, undersigned Ajay son of Manikrao Nagre, hereby certify that the information covered my above resume mentioned is actual and true. This certificate declared subject to Aurangabad Jurisdiction.

Date :- 31.01.2017

Place : Aurangabad Ajay

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