*RESUME*

***PRAMOD***

*Mobile No: C/o 971504973598*

*Email Id:* [*pramod.377839@2freemail.com*](mailto:pramod.377839@2freemail.com)

***OBJECTIVE :***

*To seek an opening in an organisation where my skills and knowledge would be beneficial to the organisation and at the same time gives me an opportunity to grow.*

***EDUCATIONAL QUALIFICATION :***

*Passed S.S.C. examination from Maharashtra board in the year 2002 with Pass Class.*

*Passed H.S.C. examination from Maharashtra board in the year 2004 with Pass Class.*

*Passed T.Y.B.COM. examination from Mumbai University in the year 2007 with Pass Class.*

***TECHNICAL QUALIFICATION :***

*Computer Overview: Working Knowledge of Tally ERP 9, MS Office Excel Word & Total Solution Accounting Software.*

***PROFESSIONAL QUALIFICATION :***

*Certified Accounts Assistant Course in Gandhi Institute of*

*Computer Education & Information Technology. At Bhavans College, Mumbai.*

*English Typewriting 30 Speed W.P.M of Government Commercial Certificate for the month of May 2003 in “A” Grade.*

***WORK EXPERIENCE:***

*July 2015 – Till Date* ***Ramdas & Co,***

*Chartered Accountants.*

* ***Working as Account Executive on Project of Kaalikai Group Industries.***
* *Preparing Corporate Accounts up to Finalisation.*
* *Income Tax Return Filling of Individual Companies &*

*Co-op. Hsg. Societies.*

* *Preparing Daily Cash & Bank fund flow.*
* *Day to day reconciles physical Cash & Bank with system generated report.*
* *Inter Branch & Inter Company Reco. & Accounting.*
* *Finalization of Balance Sheet,Profit & Loss (Corporate A/C)*
* *Bank Transaction & Reconciliation on daily Basis.*
* *Party Reconciliation.*

***PERSONAL DETAILS :***

*Name : Pramod*

*Gender : Male*

*Nationality : Indian*

*Date of birth : 29th October 1986.*

*Marital status : Married*

*Languages known : English, Hindi, Marathi & Telugu*

*Hobbies : Travelling, Chess & Cricket*

*I hereby confirm that the given information is accurate and true to the best of my knowledge and belief.*

*Place: Mumbai*

*Date: - -2018*  ***(Pramod )***