**Sandeep**

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| ***C/o-Contact Details:***  +971 504973598  [sandeepmakwana93@gmail.com](mailto:sandeepmakwana93@gmail.com) |  |

**SYNOPSIS**

* A self-confident, motivated, energetic, dynamic Professional.
* Ability to work in a dynamic environment and under pressure situations.
* Possess honesty and the ability to work hard with determination and dedication.

**OBJECTIVE**

To establish myself at an esteemed height in the field of Accountancy by putting in my best for the organization I will be associated with. I intend to work with well-experiencedprofessionals so that I can excel in my skills to give my best in the growth of the organization.

**ACADEMIA**

| ***Degree*** | ***Year*** | ***Board/University*** | ***Institution*** |
| --- | --- | --- | --- |
| B.Com | 2014 | Mumbai University, India | Thakur College |
| H.S.C | 2011 | Maharashtra State Board, India | Lords Universal College |
| S.S.C | 2008 | Maharashtra State Board, India | Sanskar English High School |

**WORK EXPERIENCES**

**Organization: Assistant Manager- New Dimension,Teenagers Embroidery&Janvi Art, India**

**Period: June 2014 till Date**

**Role:**

* At present, looking after the overall accounting work.
* Looking after the overall Taxation matters including direct tax and indirecttax.
* Collection of receivables, financial planning, factory management and expansion etc.
* Payments of raw materials purchased such as embroidery threads, bobbin’s thread, paper canvas, kasabjari, sequences,etc.
* Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.
* Monitoring and adjusting price as required.
* Maintaining inventory levels of raw materials and machinery spare parts.
* Ensure proper paperwork flow and invoicing of the finished products.
* Confirming the timely payment of statutory dues.
* Filing of GST (Goods and Service Tax).
* Overall responsibility of providing accurate and timely information to the Management.

**EXTRAMURAL ENGAGEMENTS**

* Diploma In Basic Electronics and Computer Hardware (2009)
* Familiar with Window XP/7/Vista/8/10
* Familiar withMicrosoft Word, Microsoft Excel, Internet and other basic skills of computer.

**PERSONAL DOSSIER**

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| --- | --- |
| * Date of Birth | :26th January, 1993 |
| * Languages Known | :English, Hindi, Gujarati and Marathi |
| * Marital Status | :Married |
| * Visa Status | : Visit (Till April) |

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge.