SALIL

Email: [Salil-394565@2freemail.com](mailto:Salil-394565@2freemail.com)



OBJECTIVE

Over 7 years experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

EXPERIENCE

October

Production Accountant 2017 -

Making Journal Entries and General Ledger in Tally ERP9 Software. Present

Handling Customer Inquiries, Research Problems and Developed Solutions.

Handling Accounts Payable, Expenses and Payments by Cash, Cheque and Bank Transaction.

Handling Accounts Receivable, Income and Receive by Cash, Cheque and Bank Transaction.

Handling Payroll of Over 500 Employees and Workers.

Handling Day to Day Accounting, Payments and Receipts.

Handling All Banking Transactions and Works.

Vendors Management and Attendance Management.

Worked Exclusively on The Tally ERP9 Software to Final The Account Right From The Initial Stage.

Handling GST, TDS Taxation and Prepare Entries in Tally ERP9 Software.

Making Invoices of Vendors and Delivery Notes in Tally ERP9 Software.

Handling Outstanding Expenses and Managing the Petty Cash.

Fill up Payment, Receipts, Sales and Purchase Entries in Tally ERP9 Software.

Ensuring Bank Reconciliation.

Managing The Data Through Excel And Prepare MIS Reports.

Maintaining Purchase, Receipts and Payment Records Monthly and Quarterly.

April 2013

Accountant - October

Maintenance of Books of Accounts & Other Statutory Records. 2017

Managed Daily Activities for Handling Accounts up to Finalization.

Vendors Management and Follow up Them for Payments.

Preparation / Finalization of Accounts i.e. Preparation of Profit & Loss and Balance Sheet.

Interact with Internal & External Auditors in Completing Audits.

Monitored Daily Bank Balances Through Internet Banking and Prepared Daily Bank Statement.

Making Purchase and Sales Invoices in Tally ERP9.

Process Accounts Payable and Expense Reports in Accordance and Procedures.

Process Accounts Receivables and Cash Receipts When Required.

Prepare Monthly Outstanding, Payment Statement and Income Statement.

Fill Up Payment, Receipts, Sales and Purchase Entries in Tally ERP.

Maintained Cash Book, Bank Book, Debtors, Creditors Ledger and all Subsidiary Books of Accounts.

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| --- | --- |
|  | April 2012 |
| Accounts Assistant | - March |
| Prepare Sales, Purchase, Receipts and Payment Entries in Tally ERP9.Maintain and | 2013 |
| Prepare VAT Taxation, TDS, Service Tax and Income Tax.Fill-Up Monthly Closing Stock | |
| Entries in Tally Software.Fill-Up Monthly Payment, Sales Entries in Tally Software. |  |
| Prepare Monthly Outstanding, Payment Statement and Taxation. |  |
| Prepare Balance Sheet, Profit & loss and Cash flow. |  |
| Ensured Bank Reconciliation.Coordinate with Auditor for any Queries. |  |
| EDUCATION |  |
| University of Mumbai | 2009- |
| Bachelor of Commerce | 2012 |
| First Class |  |
| Kolhapur University | 2007- |
| H.S.C | 2009 |
| Second Class |  |
| Kolhapur University | 2007 |
| S.S.C |  |
| First Class |  |

SKILLS



Good Analytical Skills, Team Management, Adaptability, Smart Working Ability, Communication Skills, Problem Solving, Time Management.

LANGUAGE

English, Hindi, Marathi.

SALIL