

Guruprasad Shivanand Karbhari

Pune, India.

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Objectives: To work in an environment that gives me ample opportunity to learn and to make significant analysis to bring improvements in the work that I am undertaking which helps both the organization and me to grow.

Professional Experience

More than 1 years of experience in Finance & Accounts with very reputed Chartered Accountant Firm in Wagholi, Pune.

Job Profile

Extensive experience in handling all types of accounts documents and transactions from Audit point of view.

Employment History

Previous Profile

Duration	1 st November 2022 to 31 October 2023
Organization	Akshay Kadam and Associates (Chartered Accountants)
Role	Accounts Executive

Current Profile

Duration	1 st December 2023 to Till Date
Organization	Vaidyanath Fire Services Private Limited
Role	Junior Accountant

Key Responsibilities

1. Preparation of Annual Financial Statements including Balance Sheet, Profit and loss and other notes to accounts.
2. Accounting Knowledge of payable and invoice processing.
3. Knowledge of monthly reports and monthly closing.
4. Filing of Income Tax Returns.
5. Registration under various acts such as Udyam, Shop Act so on.
6. Registration under various acts such as Registration of Firm, LLP Registration etc.
7. Internal Auditing and Verification of payments.
8. Better Presentation of accounts and other financial information, timely reconciliation of bank accounts and other entries.
9. Giving better & efficient customer service.
10. Maintain record, and general ledger.
11. IT journal entries.
12. Review general ledger for new additions.
13. Update fixed assets for any additions.
14. Maintains general ledger accounts by reconciling accounts receivable detail and control accounts.
15. Creating Tax Invoice, E invoice and E Way Bill.

Academic Profile

- **Master of Commerce:** Swami Ramanand Teerth Marathwada University, Nanded. (2021-2022)

Computer Proficiency:

- MS Office (Word, Excel).
- Tally ERP 9.
- Various Accounting Software like Spectrum, Suvit, etc.

Core Competencies

- Possessing valuable insights, keen analysis, and team approach to implement best practices to achieve business excellence. Adept at working in high pressure environments with strict deadlines and multiple deliverables
- Quick learner and highly trainable
- Excellent Communication Skills
- Ambitious, hardworking, and committed to excellence
- Have good grasping power and steep learning curve.

Languages Known

English, Hindi, Marathi.

Personal details

Date of Birth	:	09-08-2000
Marital Status	:	Unmarried
Contact Number	:	+91 7219421990
Email Id	:	guruprasadkarbhari@gmail.com

Declaration: -

I hereby declare that the above statements are true to the best of my knowledge and belief.

Guruprasad Karbhari