

RESUME

Shivraj Prakash Mankar

Pune, Maharashtra, India

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Career Objective -

- To Work in a competitive and disciplined environment.
- To Take on challenging responsibilities and discharge the same in a dignified manner with evergreen willingness to learn.
- To put hard & sincere efforts for the benefit of the organization.

Education Qualification -

Degree	College	University	Class Obtained
B.COM	MMCC Collage	Pune University	Second Class
H.S.C.	MMCC Collage	Maharashtra Board	Second Class
S.S.C	Shivray Pratishtha	Maharashtra Board	Second Class

Computer Proficiency –

- Proficiency in entire MS-Office, Excel and Tally ERP9.
- Good understanding of Internet tools and Computer Basic Fundamentals

Work Experience –

- Employer - **Pritesh Munot & Associates**
- Employer Address - **Rasta Peth, Pune**
- Designation - **Accountant**
- Date of Joining - **3RD June 2019**
- Last Working Date - **18th December 2019**
- Roles and Responsibility -
 - Data Entry of Bank Statements, Sales, Purchases Bills & Vouchers in Tally (**MIS**)

- Employer - **V M Associates (Tax Consultant)**
- Employer Address - **Satara Road, Pune**
- Designation - **Accountant**
- Date of Joining - **4th January 2020**
- Last Working Date - **30th September 2023**
- Roles and Responsibility -
 - Data Entry of Bank Statements, Sales, Purchase Bills & Expenses in Tally (MIS)
 - Filing of GST Returns & Income Tax Returns,
 - Books of Accounts Finalizations to Audit like (Income Tax, GST)
 - Attending for Scrutiny Assessment & Appeal for Income Tax & GST
- Employer - **Sanghvi Erectors Pvt Ltd (7-10)**
- Employer Address - **SB Road, Pune**
- Designation - **Accountant**
- Date of Joining - **3rd October 2023**
- Last Working Date - **Till Date**
- Roles and Responsibility –
 - Data Entry of Bank Statements, Sales, Purchase Bills & Expenses in Tally (MIS) (Ecommerce Accounting)
 - Monthly Stock Reconciliation
 - Account Payable and Account Receivable Reconciliation
 - Bank Reconciliation on Monthly Basic
 - Monthly GST Working & Reconciliation & TDS Working
 - Calling to vendor for payment
 - Prepare Monthly MIS Report
 - 2A Reconciliation

Date:

Place: Pune

(Shivraj P. Mankar)