

SHUBHAM LAXMAN DEVGHARE

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Currently working with “Visiontech engineering Pvt. Ltd.” as a . Accounts Executive.

Work Experience

Jun 2023 till Date

Organization : Visiontech engineering Private Limited

Current Position : Accounts Executive

Roles and Responsibilities - Accounts

- Currently Handling Domestic Sales & Purchase Invoicing.
- Responsible for the Sale and Purchase transactions.
- Responsible for managing Customer Reconciliations.
- Filling GSTR-1 and GSTR-3B
- GSTR -2B reconciliation
- Preparation of Various MIS Reporting required by the management
- Preparation of sales status, and revenue template.
- Maintaining purchase & sales reconciliation sheet.
- Coordinating with Factory Staff, Bank & Auditor for their requirements
- Preparation of Expenses Reports
- Responsible for booking all types of expenses.
- Making Debit and Credit notes.
- Preparation of sales invoice and Export - invoice
- Preparation of E-way bill, and E- invoice
- Payment of vendor & BRS reconciliation.
- Preparation of Tds working & Payment of Challan

Work Experience

January 2022 till May 2023

Organization : Arthtech Consultants Pvt Ltd

Position : Jr. Executive - Accounts

Roles and Responsibilities - Accounts

- Billing of goods
- Filling GSTR-1 and GSTR-3B
- Preparation of Tds working & Payment of Challan
- Preparation of Sale Invoice E-way bill, and E- invoice
- Bill booking JV , Purchase , Sale , Payment

Work Experience

Jun 2020 till Dec 2021

Organization : Rajendra Dangi & company

Position : Accounts

Roles and Responsibilities – Accounts

- Billing of goods
- Invoice Checking .
- Management of record of all transactions.
- Management storage of goods
- Help in audit work .

Other Skills & Competencies

- Working knowledge of the Hindi & English language
- Having aworking knowledge of **Tally ERP 9 & Tally Prime**
- Having aworking knowledge of **Rutu Soft ERP System & PC Soft ERP System**
- Good communication and written skills
- Ability to work in amulticultural environment, interpersonal liaison, and problem-solvingskills
- Proper Record Maintenance and Filing
- Handling/ Coordinator various activities/committees as assigned by the management
- Attention to detail.
- Collaborative.
- Basic knowledge of GST

Technical Qualification

- Successfully Complete Computer Training Program **Tally Prime** with First Class
- Basic Computer Classes Done with First Class

Academic Performance

Education	Year	University/ Board	Class
DTL	2023	Savitribai Phule Pune University	Appear
GDC&A	2022	Savitribai Phule Pune University	First Class
B.com	2020	Shivaji University	Second Class
H.S.C.	2017	Maharashtra State Board	Second Class
S.S.C.	2015	Maharashtra State Board	Second Class