

Yogesh Yashwant Kadam

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CAREER OBJECTIVE

To obtain high level of excellence in the growth-oriented organization and to utilize myself as a resource for all kind of challenging jobs by upgrading my knowledge and skills from time to time, to be the epitome of creativity, teamwork.

- > B. Com in Commerce with 8+ years of progressive experience in GST & TDS Compliance, Accounts Payable Management, Day to Day Accounting, Auditing, Taxation, Store Management etc. in Manufacturing & CA Firm.
- > Manage all activities related to managing Invoicing, Material management and reporting.

CORE COMPETENCIES

Store Management

Account Payable Management

GST Compliance

Accounts & Finance

Taxation

Bank Guarantee

Audit & Statutory Compliance

TDS Compliance

CAREER SCAN

Sr No	Name of the Organisation /Firm	Designation	Duration
1	K. K. Nag Pvt Ltd	Store Assistance	Sept 2020 to Jan 2024
2	CA Sangram and Company	Account Assistance	Dec 2018 to Aug 2020
3	K. K. Nag Pvt Ltd	Store Assistance	March 2014 to Dec 2018

TECHNICAL SKILLS

- > MS-CIT
- > Tally ERP

KEY DELIVERABLES ACROSS TENURE

Accounts Payable Management:

- Verification and processing all GRN's and service invoices into the system (against PO and service agreement), monitoring all bills and journal vouchers on day-to-day basis.
- Vendor balance confirmation on time-to-time basis and Vendor reconciliation on monthly Basis.
- Monitor prepaid transactions, maintaining prepaid register and passing monthly expense entries to related expense head from prepaid register.

Treasury Management:

- Reconciliation of bank statements with books on daily basis.
- Processing online payment of taxes, vendor payments etc. as per scheduled date.
- Preparation of Bank Guarantee (B.G.).

Taxation:

- Monitoring activities and transactions relating to TDS, ensuring timely payment of Tax and filing of Quarterly TDS returns, Issue quarterly TDS Certificates
- Filling of GST returns like GSTR-1, GSTR-3B, reconciliation of ITC between books and GSTR-2B and keep track on RCM transactions under GST.
- Preparation and submission data during income tax scrutiny in prescribed format.
- Co-operating with Auditors in preparing financials.

Store Management:

- Manage all activities related to managing Invoicing, Inventory, material management and reporting.
- Carrying out monthly physical Inventory and Perpetual Inventor counting, reconciliation of Stock & Valuation of Stock.
- Material requirement planning, monitoring dispatch load & arranging transportation.
- Knowledge of warehouse management systems (WMS)

ACADAMIC DETAILS

Sr No	Name of the Course	Board/University	Year of Passing	Grade
1	B. Com	Pune University	2015	II Class
2	H.S.C (Commerce)	Maharashtra Board	2009	II Class
3	S.S.C.	Maharashtra Board	2007	II Class

SKILLS

- > Strong problem-solving skills and work ethics
- > Good working knowledge of Excel.
- > Strong team player with an ability to operate in a collaborative & flexible manner.

PERSONAL DETAILS

Permanent Address : House No 9, Plot No 42/43, Kalashree Apt,
Maskarnes Colony, Talegaon Dabhade – 410506

Date of Birth : 16th April 1991

Language Known : English, Marathi, Hindi

Marital Status : Un-married

I declare that to the best of my Knowledge, the above information I have stated is genuine. I am confident of measuring up to your high expectations. Please consider my application seriously to handy resource for your organization.

Yours Sincerely,

Yogesh Y Kadam

Place : Pune