



RESUME

MR. PRASHANT C. KHOPADE

Res. Add: Lohagaon, Pune 47

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Objective

To work in a highly motivating & challenging environment where I can use my Knowledge & Experience and Achieve the Top position of the Industry.

SKILLS- Team-worker and flexible, Positive attitude. Ability to work under pressure. Complete finisher that work assign by superior.

Current Work Experience 01 March 2018 to till date

Company Name : **NIRVANA LIFECITY**
Present Designation : Account Executive.
Organization : Builder and Developer
Present Location : Lohagaon-Dhanori, Pune 47.

KEYS AREAS HANDLED:-

- Handling day to day accounting work with GST Passing entries in Tally (Purchase, Sales, Expenses, JV, Payment and Receipt Entry).
- Legal Compliance: - monthly working of TDS & payment through net banking and quarterly TDS E-Filing, issue of TDS certificate, Employee Form 16, revised TDS returns. Form 26Q & 24Q.
- Monthly GST Working, tax payment and Filing GSTR1 & GSTR3B return. Reconciliation and Review for GST ITC – GSTR 2A/ GSTR 2B monthly. Follow up of invoices which are not reflected in GSTR2B.
- Bank reconciliation, Debtors and Creditor Ledger Reconciliation. Preparation and filing of PTEC, PTRC.
- Responsible for all payments such as Vendor Payment (NEFT/RTGS/CHQ/DD), Handling Banking transaction. Preparing monthly salary statement of employee.
- Audit: - Income Tax audit related work and Internal Audit following necessary action to resolve Audit queries of Internal and External Auditors.
- Operation and Correspondence, maintain petty cash, maintain track record of company expenses.
- Others: - support to Manager in his activities as & when required. Coordinating with auditors for audit purposes.

Previous Work Experience : 01 Aug. 2015 to 28 Feb. 2018 (2 Years 6 Months)

Firm Name : **KLEAN TECH**
(Klean Tech is a Trading firm in Industrial Electrical & Safety material supplier)
Location : Lohagaon,
Designation : Accounts Executive

Responsibilities and Duties

- Handling day to day accounting work with GST. Passing entries in Tally (Purchase, Sale, Bank Entry, JV)
- Preparation of sales Invoice of party & Generating E-way Bill of Sales Invoice. Checking purchase bills with GRN and booking bill in tally.
- Preparing monthly tax return like GST, TDS Working & payment return filed E-Ways bill preparation.
- Handling Import Documents, making payment.
- Bank Reconciliation, Debtor Creditor accounts Reconciliation's.
- Making Entry of Purchase & sales bills, Credit Note & Debit note
- Reconciliation and Review for GST ITC – GSTR 2A/2B monthly.
- Responsible for payment to vendors & various monthly expenses all taxation such as TDS, GST Tax etc.
- Sort Out Suspense Accounts. Handling Petty Cash
- Independently handling day to day transaction.
- Co-ordination with consultant and auditors regarding Notices, statutory liabilities such as Income Tax, Sales Tax, TDS.

Previous Work Experience : Dec. 2013 to 31 July 2015 (1year 8 Months)

Company Name : **CA ABHIJIT SHETE & ASSOCIATES.**
Designation : Assistant.
Organization : CA Firm.
Location : Katraj, Pune

IT Skills :

Office Software :- Tally ERP.9, Tally prime, Win Man, Computer Fundamentals, Word, Excel, Power Point, Internet, Essentials of computerized business Application.

English Typing Speed **40 W.P.M**

Academic Qualification :

Sr. No.	Name of Exam.	University	Year of Passing	Class
III	B.COM	Pune University	April, 2011	First Class
II	H. S. C.	Maharashtra State	February, 2008	Distinction
I	S. S. C.	Maharashtra State Board	March, 2006	First Class

Personal Profile :

Permanent Address : Bhor, Pune.
Date of Birth : 03 Aug. 1991.
Sex/ Marital Status : Male/ Married
Nationality : Indian.
Languages Proficiency : English, Hindi, Marathi.
Hobbies : Swimming, Playing Cricket.

Other:

- ❖ Expecting Designation : Depend on Organization
- ❖ Preferred Location : Pune
- ❖ Joining Period : 07 to 15 Days

I hereby declare that the above information furnished above is true as per my knowledge and belief.

Date: 16/01/2023
Place: Pune.

(Signature)
[PRASHANT C. KHOPADE]