

CURRICULUM VITAE

Mr. Santosh P.Rambade

P-40,Krishna Nagar,Teen Dongari,

Yashwant Nagar,Opp.12 No.Block,

Goregaon(W) ,

Mumbai : 400062.

Mobile-91- 9769823490,8779540924

E-mail – santosh_rambade82@yahoo.in

Career Objectives:

To be able to add value to any organization. I am associated with, optimally utilisaiing my skill-sets, knowledge, enthusiasm, sincerity, fast learning ability and enhance my value in the corporate work and transform myself into an asset for the organization that employs me.

Professional Experience :

**1) J.H.Ghumara And Company
Chartered Accountant**

[ACCOUNT EXECUTIVES]

Duration: From July 2006 to April 2010

JOB PROFILE:-

- Maintaining books of Account in Tally:7.2,9.00 & Tally ERP 9.00
- Vouchers Enteries in Sales,Purchase,Bank Transactions.
- Handling Payment;
- Preparing outstanding statement;
- Ledger Scrutiny ;
- Bank reconciliation Statement;
- Handling banking Transaction;
- Handling payroll;
- All other Account related Matters.
- All Vat , Cst & P.T. Return upload.
- Preparation of Vat Audit form-704
- Maintaining books of Accounts;(Sales Voucher,Purchase & Bank,)
- All other work related to Account's.;
- Maintain proper filing of document & records;
- Preparing income tax return form ITR1,ITR2,ITR4
- Making Tds payment of end of quarter
- Making EPF ESIC & PTRC Return online
- Preparation of finalization of accounts

2) Ashish Die And Moulds.

[ACCOUNT EXECUTIVES]

Duration: From May 2010 to Onwards

JOB PROFILE:-

- Maintaining books of Account in Tally:7.2,9.00 & Tally ERP 9.00
- Vouchers Entries in Sales,Purchase,Bank Transactions.
- Handling Payment;
- Preparing outstanding statement;
- Ledger Scrutiny ;
- Bank reconciliation Statement;
- Handling banking Transaction;
- Handling payroll;
- All other Account related Matters.
- All Vat , Cst & P.T. Return upload.
- Preparation of Vat Audit form-704
- Maintaining books of Accounts;(Sales Voucher,Purchase & Bank,)
- All other work related to Account's.;
- Maintain proper filing of document & records;
- Preparing income tax return form ITR1,ITR2,ITR3,ITR4
- Making Tds payment of end of quarter & Preparation TDS returns
- Making EPF ESIC & PTRC Return online
- Preparation Finalization of Accounts & Audit of Company
- Knowledge About Filing of GST R-1,R-2,R-3B GSTR-9 online & offline

Administration Process :-

- Handling all the activities of Office Administration.

Personal Detail :-

- | | |
|-------------------|-------------------------------|
| ▪ Date of Birth | : 28 th Sept- 1982 |
| ▪ Father,s Name | : Pandurang Rambade |
| ▪ Nationality | : Indian |
| ▪ Marital Status | : Married |
| ▪ Gender | : Male |
| ▪ Languages Known | : Marathi, Hindi and English |

Educational Qualification :-

- B.com. in 2009 from Mumbai University (57%) In Correspondence

Continues

Professional Qualification :-

- Computer Operator knowledge about (i.e. MS Office, Word, Excle, Internet)
- Tally erp 9.00, 7.2
- Completed Course of MSCIT.

Strengths:-

- Can work effectively as part of a team and meet stringent timelines.
- Ability to manage stress, time & people effectively.
- Sincerity & Hard working.

I hereby certify that all the above information furnished are true.

Place : Mumbai

Date :

(Mr.Santosh P.Rambade)