**Mr. Rajesh Tukaram Vargoankar**

**Add: Wing 2A/006, Ground Floor, Tulsi Darshan CHS.**

**Mamdapur Road, Near Mamdapur Village**

**Neral East – Dist Raigad, Pin – 410101.**

Cell No. +91 – 9769536056 / 9867946865

Mail. ID.I[rajesh\_var1983@rediffmail.com](mailto:rajesh_var1983@rediffmail.com)

[rajeshrajsweet@gmail.com](mailto:rajeshrajsweet@gmail.com)

**JOB OBJECTIVES**

* To work in an environment which would inherit my qualities for the betterment of the company, as well as would foster my growth both professionally and personally?

**COMPETENSIES**

* Having the Competencies on working in a challenging environment.
* Good Command in finishing the jobs successfully with in time.

**EMPLOYMENT HISTORY**

**BAINITE MACHINES PRIVATE LIMITED,**

**Rabale – Navi Mumbai.**

**Company Activity – Tyre Made Machine Manufacturing Company.**

**Role: Account Officer - Working from Dec – 2007 at Present.**

**JOB EXPERIENCE - :**

**From Dec – 2007.**

* Entering the Payment & Receipt Entries in Tally 9.1, Co-ordination with Purchase/ stores, receiving the GRN entries / Purchase Bills and check up with Purchase Orders/ Purchase Requisitions and arrange to authorize the bills and arrange the payment to the supplier within the time frame bound.
* Entries in Win-Man TDS Software (For Filling of TDS/TCS/ Salary Quarterly return) of all Tax Deductions along with their PAN details and address and TDS Rate Which required filing the TDS Return with Income Tax department on Quarterly basis and download the Form 16A (TDS Certificates) from TIN - NSDL Department and issued to TDS Deducted parties by quarterly basis.
* Preparation of Salary yearly Statement taking all details from taxable employees I. e. deductions taking into consideration of supporting taken from the employee’s salary details provides by HR Department which is required to calculate the actual Tax Liability.
* Preparation of Form 16 (Salary Certificate) of all Employees of the organization in Win Man TDS Software’.
* Online Filling of Vat refund Form 501 (Vat Refund Application).
* Handling statutory Auditors in their Audit I.e. Income Tax and Sales Tax – MVAT Audit.
* Online payment of Direct and Indirect Taxes I.e. Income Tax, TDS, TCS, Service Tax, Excise Duty, GST. Etc.
* Preparation of Monthly Cess & LBT (Local Body Tax – Navi Mumbai) returns cum Challan for Payments.
* Giving all details pertaining Directors Personal Income Tax return to C. A. for filling of Income Tax Return.
* On line filling of Profession Tax Return on the basis of Records by Monthly basis.
* **Jaisu Shipping Company Private Limited – Cochin – Kerala.**

**From June – 2005 to Oct 2006.**

* Maintaining Provision and dredging report of all Vessels.
* Dredging report submission in Cochin Port – Trust for Contract payment.
* **S. R. SHAMDASANI & CO. (TAX COUNSALTANT)**
* Work Handled: Auditing of all books of accounts
* Filling the return of Income Tax of Clients.
* **EDUCATION**
* Graduation in B. Com from Mumbai University on

May 2004.

* **COMPUTER SKILLS**
* MS OFFICE 2010 under Windows XP – MS Excel, Word, Power Point.
* Tally Erp9 from work station.
* M. S. CIT in 2005.
* Work in ERP Programed - Ramco Systems Limited.

**PERSONAL DETAILS**

* Date of Birth : 11th Aug 1983
* Cast: Hindu - Sutar.
* Languages: Marathi, Hindi and English.
* Marital Status: Married

**ACTIVITIES AND INTEREST**

* Activities in Playing Cricket Matches, Reading News Paper – Books, Listening Music and cooking.
* Interested in Computer, Cycling, Automobiles & Machinery.

I hereby declare that the above information’s are true to my knowledge.

Date:\_\_\_/\_\_\_/\_\_\_\_

**Rajesh T. Vargoankar**