

# VIJAY DATTARAM WALAWALKAR

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514, Bldg. No.3, Swarajya C.H.S. Ltd., Close to Sunshine Tower & Indiabulls Finance Centre, Senapati Bapat Road, Prabhadevi (Elphinstone Road) (West), Mumbai – 400013.

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Email : vijaydattaram@gmail.com.

## OBJECTIVES

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Intend to get a position to utilize my skills and abilities into practice for mutual growth and benefit, make endeavor towards the way which is innovative, creative & excel in my field.

## SKILLS

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Skilled in numerous financial and accounting fields, including Books keeping, finalization, monitoring key accounts and credit control.

Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

Resourceful in the completion of projects, effective at multi-tasking.

Online Statutory Compliances – Income Tax, GST, M.VAT, Service Tax, PT etc.

Well versed with Computer & MS Office (Excel) to enhance the capabilities in the Accounts field.

## WORK EXPERIENCE

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JUN.2016 - PRESENT  
( > 2 Years )

**Fair Exports (India) Pvt. Ltd. -**  
**Sr. Accounts Executive**

An Export Company of Vegetables, Garments & Buffalo Meat.  
A Subsidiary Company of Lulu International Group.

### **Statutory Compliances**

#### **TDS Compliances**

- Calculating Monthly TDS Liabilities through T-Codes **S\_P00\_07000134** & verifying Expenses & TDS Ledgers.
- Making TDS payments online & filing the TDS Returns Quarterly online.

#### **GST Compliances**

- Computation of GST Liabilities and making GST Payments online independently.
- Preparing & Filing of GSTR1, GSTR3B monthly.
- Branch wise GST Computation & Reconciliation.
- Making e-way bills for Outwards Supply & Purchase Returns.

#### **Computation of GST Liabilities with following details:**

- Intra & Interstate Outwards supplies - Outward taxable supplies, zero rated, nil rated and Exempted, HSN wise Sale Summary.
- Inward supplies (liable to Reverse charge)
- GST inward supplies (Taxable GST inputs Intra & Interstate) – Purchases, Taxable Input Services and Expenses
- Computing Eligible GST Input Tax Credit.

- Scrutiny of the Account Voucher for Input Tax Credit monthly & verifying Trial Balances to generate GST Report.
- Using SAP T Codes for GST Computation are **ZTB,ZGSTR1DL, ZSRT, ZDSRN,FBL3N etc.**

### **GST Refund Proceedings**

- Computation of GST Refund to be claimed (Statement 3A)
- Calculating Turnover of zero rated supply of goods and services and Adjusted Total Turnover & Net Input Tax Credit.
- Availing EGM Nos. online through [icegate.gov.in](http://icegate.gov.in) & e-BRC Nos through [dgft.gov.in](http://dgft.gov.in).
- Matching GST input with online GSTR2A Report.
- **Application of GST Refund of ITC on Export of Goods & Services without Payment of Tax online through Form GST RFD-01A.**
- Submitting GST Refund Application to the Assessing Officer of the Sales Tax for manual Processing of the GST Refund.
- Preparing necessary GST workings and evidences of GST inputs and submitting to the Sales Tax Dept.

### **MVAT CST Compliances**

- Handling Assessment of Income Tax and Sales Tax with CA.
- Well versed with M.VAT. e-filing MVAT Return Form 231, WCT TDS Form 424 with online VAT payments and filing of MVAT Audit Form 704.
- Filing Service Tax Return ST3 and making ST payment vide GAR7.
- Issuing various statutory forms – (C-Form, H-Form, F-Form) under CST Act.
- Making Profession Tax Payments (PTEC & PTRC), Filing PTRC Annual Return.

### **Accounting & Administrative**

- Making Accounting & Inventory entries in Accounting Software SAP
- Day to Day to Exports Sales Entries with T-Codes : VK11 (Selling info record), VK12 (Change in selling info record), VA01 (Create Sales Order), VL04 (Creation of Delivery), VL02N (Post Goods Issue), VF01(Create Sales billing document) & Posting manual sales with t-code FB70,FB75.
- Day to Day Purchase Entries with **3 way matching process** with T- Codes : FB60, FB65, ME11, ME12, ME21N, ME9F,MIGO, ZGRN2,MIRO etc.
- Clearing open items with T-codes F-03 (G/L A/c clearing), F-44 (Vendor Balance clearing), F-32 (Customer a/c clearing).
- **End to end P2P (process to pay)** with T-Codes F-58 (with check print),F-53 (without check print).
- Posting Receipts with T-code F-28, F-32 (Customer a/c clearing).
- Also know the **bank Reconciliation process in SAP (FCHR / ZFCHR etc.)**
- Scrutiny of the ledgers, Vendors & customers balances (**T-codes FBL3N, FBL1N, FBL5N**)
- Reconciliation of the Stocks in SAP with physical through T-Codes **MB59,MB5B,MB52 etc.**
- Well versed in MS-Excel Commands like **VLOOKUP,HLOOKUP,INDEX,MATCH,IF** etc. to generate Accounting reports.
- Well versed with excel **PIVOT TABLES** to generate MIS Report.
- Reporting Finance Controller & Accounts Manager.

SEPT.2006 – JUN.2016  
( > 9 Years )

**Asymmetrical Designs Pvt. Ltd. -**  
**Sr. Accounts Executive**

A Furniture Trading & Property Development Co.

**Statutory Compliance**

- Handling Assessment of Income Tax and Sales Tax with CA.
- Ensuring accounting and reporting in line with the applicable accounting standard and completion of statutory / internal audit within agreed timelines.
- E-filing of Income Tax Return and Tax Audit Report of Company & Prop. Concern.
- Calculation of Advance Tax and making payment of Advance Tax within due dates.
- Vel versed with M.VAT. e-filing M.VAT Return Form 231, WCT TDS Form 424 with online VAT payments and filing of VAT Audit Form 704.
- Filing Service Tax Return ST3 and making ST payment vide GAR7.
- Issuing various statutory forms – (C-Form, H-Form) under CST Act.
- Making Profession Tax Payments (PTEC & PTRC), Filing PTRC Annual Return.
- Preparation of Quarterly E-tds returns and downloading TDS certificates (Form16,16A).
- ROC Filing coordinating with Company Secretary.
- PF & ESI Payment & Filing returns.
- Accounting of the Director's proprietary concern including Trust.
- Accounting of Director's personal income & filing their I.T. Return online. Maintaining Director's Mutual Fund Investments and Fixed Deposits with tracking of accrual interest.
- Coordination with auditors and consultants.

**Accounting & Administrative**

- Recording of all entries, scrutiny of invoices, verification of documents
- Preparing the Balance Sheet up to Finalization of Accounts.
- Day-to-Day Accounts like Cash Deposit, Petty Cash, Bank Transactions (RTGS, NEFT) & Preparation of Bank Reconciliation.
- Maintaining Books of Accounts in Tally9ERP; Sales, Purchase, Bank, Cash, Journal & Ledgers.
- Correspondence with suppliers, debtors for payment / collection & Account reconciliation.
- Preparing salary statement (excel) after making deductions for TDS, advances, pf, pt, esic,
- Preparation of Profit & Loss A/c and Cash Flow statement monthly.
- Maintaining Inventory management with G.P Analysis.
- Preparation of Monthly MIS for making various managerial & financial decisions.
- Handling Administrative works.

OCT. 2004 – SEPT. 2006  
( 2 Years )

**SUNIL Enterprises - A Home Furnishing Firm**  
**Accountant**

- Day-to-Day Accounts – Petty Cash, Bank Transactions, Bank Reconciliation.

- Maintaining Books of Accounts in Tally9; Sales, Purchase, Bank, Cash, Journal & Ledger.
- Accounts reconciliation with suppliers, debtors for payment / collection
- Maintaining Stock Register in Tally9 & Stock Reconciliation.
- Generation of various reports for making managerial & financial decisions.
- Preparation of Quarterly E-tds returns & certificates of TDS (Form 16, 16A).
- Versed with Maharashtra Value Added tax. Preparation of M.VAT Returns monthly & Annual MVAT AUDIT Report.
- Issuing various statutory forms – (C-Form, H-Form).
- Profession Tax Payments, Annual Returns.
- Filing E-returns of income tax.
- Balance Sheet up to Finalization of Accounts.
- Handling Administrative works.

APR.2003 – SEPT.2004  
( > 1 Year )

**SAI SAMARTH COMPUTERS - A Data Processing Firm**  
**Manager cum Accountant**

- Managing the Various Data Entry Projects of the Media & Panel unit of India's No.1 market Research co. IMRB(Indian market Research Bureau)
- Maintaining the Qualitative Data for various issues and subjects conducted by (IMRB).
- Handling the Data Entry job works individually upto execution.
- Managing & Supervising Process of Data Entry: Scrutiny, Coding, Punching and Data Editing etc.
- Handling the Day-to-Day Accounts like Petty Cash, Bank Transactions, Bank Reconciliation, Filing & Correspondence.
- Computing & Filing Income Tax Return.
- Balance Sheet up to Finalization of Accounts.

AUG.2002 – MAR.2003  
( < 1 Year )

**PACK-POINT - A Printing Firm**  
**Accountant**

DEC.2001 – JUL.2002  
( < 1 Year )

**Milind Wagle & Associates - A C.A.Firm**  
**Accounts Assistant Cum Computer Operator**

JUN.2000 – OCT.2001  
( > 1 Year )

**V. S. Enterprises - A Data Processing Firm**  
**Manager cum Accountant**

## EDUCATION

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April-1999

**B.COM**  
Passed from Mumbai University

March-1996

**HSC**  
Passed with 54.67% from Mumbai Board

March-1994

**SSC**  
Passed with 64.28% from Mumbai Board

## COMPUTER SKILLS

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Operating Software	WINDOWS XP / 7 / 8 / 10 & INTERNET.
Office automation	MS-OFFICE 2016(OFFICE365) (WORD, EXCEL, POWERPOINT).
Accounting Softwares	WELL VERSED WITH ADVANCE FEATURES OF ACCOUNTING SOFTWARES SAP FINANCE & MM, TALLY ERP 9 & FOCUS 5.
Statutory Softwares	WINMAN E-TDS AND WINMAN CA ERP (FOR TDS AND I.T. RETURN)

## PERSONAL INFORMATION

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Date of Birth	14 <sup>th</sup> June 1977.
Marital Status	Married.
Nationality	Indian.
Religion	Hindu.
Languages known	Marathi, Hindi, English.

## REFERENCES

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Available on request.