

# VINAYAK JAYAVEER SHETTIGAR

Permanent Address: 15/3, Sawant Niwas Bldg., Opp. Adarsh English School, Shivaji Nagar, Wagle Estate, Thane - 400604.

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## An Experienced Professional - Accountant / Taxation

~ More than 6 years' experience in managing independent accounts & taxes (statutory dues) ensuring with proven ability to enhance effectiveness within the time & parameters ~

Core Competencies: | GST | TDS | Professional Tax | Accounting | Reconciliation | Income Tax Return | Assessment | Statutory Dues | VAT | C-form | H-Form.

## ORGANIZATIONAL EXPERIENCE

### Since August 2018 | Rentokil Initial Hygiene India Pvt Ltd | Senior Accountant

#### Key Result Areas:

- GST Working | ITC Reconciliation | GST-PMT-09 | GSTR-2A Reconciliation | GST Audit (9 & 9C).
- TDS Working | TDS Payment.
- Accounting Up to Finalization | TAX Audit.
- Reconciliation | Debtors & Creditors | Inventory Report | Cash | Bank | Advance Payment | Expenses.
- MSME Vendors Payment Report.

### September 2015 – July 2018 | Gangan & Company (Cost Accountant) | Senior Accountant

#### Key Result Areas:

- Accounting | Finalization of Books of Accounts.
- GST | Working | GST Amendment | GST Return Filing | GST Registration.
- Professional Tax | Working | Return Filing | Payment.
- VAT & CST | Working | Payment | Return Filing | VAT Audit.
- VAT & CST Form Application | C-form | H-Form | I-Form | F-Form.
- Handling Orders | Intimation | RC Restoration.
- Income Tax | Return Filing | Payment.
- Professional Tax | Working | Return Filing | Payment.

### January 2014 - May 2015 | Galaxy Control | Accountant

#### Key Result Areas:

- Accounting | Bank Reconciliation.
- Debtors & Creditors Reconciliation | Salary Working.

## EDUCATION

2022	Post Graduate Diploma in Financial Management (PGDFM) , Mumbai 65%
2015	Bachelor of Commerce in Accounting and Finance from Dnyansadhna College, Mumbai 60%
2012	12th from Sadhana Jr. College, Maharashtra Board with 62.67%
2010	10th from Navodaya English High School, Maharashtra Board with 60.36%

## IT SKILLS

- Well-versed with Microsoft Office - Excel | Microsoft Dynamics Nav | Tally ERP | Flexi | T-Fat.

## PERSONAL DETAILS

Date of Birth: 5<sup>th</sup> October 1993 | Language Known: English, Hindi, and Marathi.