

# Rahul Laxmikant Sane

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## OBJECTIVE

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To be a part of the Esteemed Organisation and to exploit the potential for the achievement of individual as well as organisational goals.

## WORK EXPERIENCE

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- **Currently Working with Cozy Furnitek Private Limited ( Worli ) as Senior Accountant** from 17<sup>th</sup> July 2017 to till date

### JOB PROFILE

- Cash Handling, Bank Reconciliation
- Compiling & Preparing Returns Of TDS
- Compiling & Preparing GST
- AR, AP entries in Tally ERP
- Debtors & Creditors Reconciliation
- Preparing Sales Invoices & Purchases entries in Tally
- Attending and Resolving Internal And Statutory auditors queries
- Handling all administrative works of banking documentation.
- Co-ordinating with company secretary for annual returns filling .

- **Worked with New Excelsior Theatre Private Limited as Senior Accountant** from 06<sup>th</sup> March 2017 to 15<sup>th</sup> July 2017

### JOB PROFILE

- Cash Handling, Bank Reconciliation
- Compiling & Preparing Returns Of TDS
- Compiling & Preparing Service Tax
- AR, AP entries in Tally ERP
- Compiling & Preparing Monthly VAT.
- Debtors & Creditors Reconciliation

- **Worked with Vijay Consultants** as **Account Executive** from 15<sup>th</sup> Nov 2016 to 28<sup>th</sup> February 2017

**Maintaining of Books and accounts for clients as mentioned below:**

- Stock audits & maintaining stock register
- Cash Handling, Bank Reconciliation
- Compiling & Preparing Returns Of TDS (Company and Individuals)
- Compiling & Preparing Service Tax
- AR, AP entries in Tally ERP
- Compiling & Preparing Monthly VAT.
- Debtors & Creditors Reconciliation
- Process Implementation and Process Check

- **Worked with Copper Chimney Group of Restaurants ( Irish House Food And Beverages Private limited )** as **Account Executive** from 19<sup>th</sup> May 2008 to 05<sup>th</sup> Nov 2016

**JOB PROFILE**

- Maintaining Stock Register.
- Cash Handling, Bank Reconciliation
- Compiling & Preparing Returns Of TDS
- Compiling & Preparing Service Tax
- Preparing Sales Invoices & Purchases entries in Tally 9 & New Version Tally ERP.
- Compiling & Preparing Monthly Vat.
- Handling queries of Debtors & Creditors.
- Checking & Passing of bill for payment.

- Worked with **Centurion Bank of Punjab Ltd** (thru. **Teamlease Services (P) Ltd.**) as a **Trainee** in Cash Management Service (CMS) for 7 months

**JOB PROFILE**

- Worked on the **Cash-In 3.5** and **Finacle 7.0** System for different products.
- Processing Local as well as UP-country cheques on Deposit Level and Cheque Level for each Customer.
- Follow-up with Correspondent banks for daily/monthly MIS and credits as per arrangement.
- Corr-Bank withdrawal & Liquidation of schedule for each correspondent Bank.
- Passing Manual Adjustment Entries for wrongly paid/return Cheque.
- To ensure timely corr-bank and liquidation for credits received.
- Resolving Client queries regarding credits.
- Following-up for Pending payments and pending realization.
- Handling payouts received through RTGS from various banks. ( Inward RTGS).

➤ **Rishiroop Rubber ( International ) Ltd.** as **Account Assistant** for 1Year & 5 Months.

#### **JOB PROFILE**

- Maintaining Stock Register.
- Cash Handling, Bank Reconciliation
- Compiling & Preparing Returns Of TDS
- Compiling & Preparing Service Tax
- Preparing Sales Invoices & Purchases entries in Tally 6.3.
- Collecting Data from factory for TDS, PF, ESIC & PT.

➤ **Regency Hotel.** as **Store Keeper & Account Assistant** for 6 Months.

#### **JOB PROFILE**

- Verifying Stock Records
- Verifying Purchase & Sales.
- Verifying Daily Transaction Bill
- Compiling & Preparing Returns of TDS

#### **EDUCATION QUALIFICATION**

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- ❖ Bachelors Degree in Commerce from Mumbai University ( Pass Class )
- ❖ H.S.C. from Bombay Board. 2<sup>nd</sup> Class 51.50%
- ❖ S.S.C from Barrato High School 2<sup>nd</sup> Class 42.26%

#### **ADDITIONAL QUALIFICATION**

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- ❖ Passed MS – CIT examination in Basic (October-2006) I st class 72%.

#### **PERSONAL DETAILS**

Date of Birth : 28<sup>th</sup> July- 1982  
Marital Status : Unmarried  
Languages known : English, Hindi, Marathi

**Date:**

**(Rahul Laxmikant Sane)**