

Rahul Laxmikant Sane

1/11, Bharat Building , 1st Floor , Room No.16, Mahadeo Shankar Sheth Lane, Chira Bazar,
Mumbai - 400002
(Mobile) 9619986139 & 9892670081
Email: sanerahul28@gmail.com

OBJECTIVE

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

- **Currently Working with Cozy Furnitek Private Limited (Worli) as Senior Accountant** from 17th 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 06th March 2017 to 15th 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 15th Nov 2016 to 28th 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 19th May 2008 to 05th 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 Manuel 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

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

ADDITIONAL QUALIFICATION

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

PERSONAL DETAILS

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

Date:

(Rahul Laxmikant Sane)