

CURRICULUM VITAE

Satling Pandurang Gawade

Sr. No. 97/ 7B, Madhavbag, Gopalpatti,

Nr. Dhere Bangala, Manjari BK,

Hadapsar, Pune - 412307

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Career Objective: -

To give my best services to the organization that would allow me to contribute to the success of an organization through the knowledge, skills, education and also enhance my professional acumen in my field.

Experience:-

Company Name:- Gagan Properties

Date of Joining:- 2nd Feb – 2016 to Till Date Key Skills:-

- Handling Project wise Accountings (Gagan Cefiro, Gagan Akansha, Gagan Utopia & Gagan Cascade)
- Varies report export from tally software.
- Prepare E-way Bills.
- Responsible for Finalization of Balance Sheet & Audit report.
- Processing GST Working month wise & verification from GST Portals.
- Processing TDS month wise payments & quarterly Return & revise return online & offline.
- Maintaining sales MIS working (Reconciliation with Sales Data along with customer wise receipt).
- Responsible for Processing Project Loan Documentation.

- Maintaining Daily work (Bank Reconciliation, Bill booking, vendor payments, handling Petty cash, Salary working).
- Prepare Monthly & Weekly Report for Receipt & Payment.
- Checking Vendors bills with PO, receipt note, contract note & work order.

Company Name :- Shreemangal Project

Date of Joining :- 20-Nov.- 2011 to 31st Jan-2016

Key Skills :-

1. Payment & Return Submitted Govt. Tax VAT, SERVICE TAX & TDS
2. Online RTGS & NEFT
3. Online Bill Payment (light bill & Other)
4. Banking Work
5. Processing bills, accounting and payment thereof
6. Strong knowledge on book keeping and accountancy
7. Working with Ms Office (Tally Software, excel, word and internet mail.) 8.

Handling Petty Cash

Educational Qualification: -

Name of Exam	Board/University	Percentage	Year of Passing
M.Com	Aurangabad University	62.56%	2013
B.Com	Aurangabad University	68.45%	2011
H.S.C	Latur State Board	64.16 %	2007
S.S.C.	Latur State Board	53.73%	2005

Personal Details: -

Date Of Birth : 21-Jan-1990

Age : 34 year

Gender : Male

Marital Status : Married

Languages Known : Marathi, Hindi, And English

Hobbies : Reading Books, Playing Cricket, listening to Music.

Computer Proficiency:-

1. MSCIT Course completed with 76%
2. Tally ERP 9, MS Office,
3. Typing English Typing 30 wpm. with 76%

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: - -2025

Place: Manjari, Pune

(Satling Pandurang Gawade)