

# Curriculum Vitae

**NAME: SHRIKANT BALIRAM KHIKHLARE**

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Pune – 411021



## Strength

- Willingness to learn and accept challenges
- Ability to deal with people
- Comprehensive problems – solving abilities

## Work Experience

### 1) Now Realty Promoters & Builders Pvt Ltd. Pune

From May 2023 to till date (1.10 Years)

#### ❖ Sr. Executive Accounts

1. Proper Accounting of Day to day transactions.
2. Maintaining registers and debtors, creditors and expenses as well as other statements for analysis of the profitability position.
3. Preparing various ledgers & reconciliation statement for analyzing the books of accounts.
4. Bank Payment, Bank Receipts & Vouchers.
5. GST bill clarify & check in ERP with gstr-1, 2 and GSTR-3 and TDS Working.
6. Salary & Payroll process.
7. RERA Bank account transaction handling and other RERA compliances.
8. Supplier & Contractor monthly & other payment process.
9. Monthly GST Returns GSTR1B, GSTR3B and GSTR9, GST Reconciliation.
10. TDS /PF/ GST/ SA Tax E-payment & handling of the account
11. Managing all monthly closing required for monthly reporting to manager.
12. Finalization of Profit and loss Statement, and Balance Sheet

### 2 ) R.A Kothary Associates (CA Firm) Pune

From August 2021 to 31 April (1.9 Year)

#### ❖ Accounts Assistance

1. Accounting Purchase & Sales Invoices, Cash Bank & Journal Transaction.
2. GST Registration and TDS Registration.
3. Monthly GST Returns GSTR1B, GSTR3B and GSTR9, GST Reconciliation.
4. E-Filing of Income Tax Return, TDS Return, PT Return.
5. Finalization of Profit and loss Statement, and Balance Sheet.
6. Reconciliation of Debtors, Creditors and preparation of bank reconciliation statement.
7. Tax audit and Company audit.

### 3) Loya and Mundada (CA Firm) Aurangabad

From October 2020 to 28 February 2021 (5 Months)

**Assistance**

1. Bank Statement Entry
2. Sale, Purchase Entries
3. Basic Accounting

**Additional Qualifications:**

- Basic knowledge in computer
- Typing English 30.40 Marathi 30
- MS Office Excel, MS Word
- Tally ERP-9, Tally Prime
- Kanix – Highrise ERP

**Education Qualification:**

SR NO	COURSE	UNIVERSITY /Board	YEAR OF PASSING	PERCENTAGE
1	MBA	SPPU Pune	2024	66.5
2	BCOM	BAMU University Aurangabad.	2021	FIRST CLASS
3	HSC	HSC	2018	81.23
4	SSC	SSC	2016	71.60

**Personal Information**

- Date of birth : 27/02/2000
- Gender : Male
- Marital status : Unmarried
- Address : Flat No 07 SR No 121 Front of PMC School, Sutarwadi Pashan, Pune-411021
- Hobbies : learning, listening and music etc.

Place: Pune

Your Faithfully

Date: 08/12/2024

Shrikant Khillare