### PROFESSIONAL EXPERIENCEMore than 15 years

# July 2013 – Till Date

**Senior Executive Accounts – PCA SIGNAGES INDIA PVT. LTD.**

**PCA SIGNAGES INDIA PVT. LTD.** (**PCA**), part of the PCA Group, is a leading worldwide manufacturer of corporate signages. PCA design, manufacture, deliver, install retail visual elements signage, furniture, store fittings, shelving system, POP, display units, LED light source to the retail industry across five continents.

PCAservices include conceptual design & planning, detailed design & engineering, retail re-imaging & re-development, turnkey construction & facilities management.

### ROLES & RESPONSIBILITIES

**FINALIZATION & TAXATION (DIRECT / INDIRECT).**

* + Preparation of Balance Sheet & Profit and Loss account.
  + Tax Audit.
  + Form 3CD Preparation.
  + Fixed Asset Register.
  + Advance Tax working.
  + GST Returns.
  + Service Tax Return Preparation. (Job Profile Prior to July 2017).
  + Monthly Service Tax working.(Job Profile Prior to July 2017).
  + Vat Audit Details.(Job Profile Prior to July 2017).
  + Monthly Vat Return Data Preparation.(Job Profile Prior to July 2017).
  + TDS Return Details
  + TDS Demands Scrutiny.
  + Form 16A.
  + Sales vs Budgeting.
  + Debtors Ageing.
  + Creditors Ageing
  + Approving Purchase Invoices of Raw Material, Packing Material, Other Expenses, Capital Assets.
  + Preparation of MIS.
  + Ledger Scrutiny.
  + Excise Reconciliation& Audit Details. (Job Profile Prior to July 2017).

# December 2008 – May 2013

**Accounts Executive -Navdeep Chemicals Pvt. Ltd, (**[**www.navdeep.com**](http://www.navdeep.com)**)**

The Co. has been in the field of different sulphonated products like Para Toluene Sulphonic Acid (Used for acid-catalyst reaction such as estification, hydrolysis, dehydration, polymerization and alkylation as a catalyst.), Sodium CumeneSulphonate, Oil Field Chemicals (Acid Corrosion Inhibitor for Oil well stimulation, Excellent Acid Corrosion Inhibitor for High Temperature Application.) & different specialty chemicals like Preservatives, Biocides, Antiscalents, Corrosion inhibitors.Navdeep Chemicals P. Ltd. is ISO 9001: 2000 certified company, running 3 manufacturing units at Ankleshwar, Gujarat. India

### ROLES & RESPONSIBILITIES

**INDIRECT TAXATION, ASSESSMENTS&PURCHASE.**

* + Preparation of Monthly Vat Return.
  + Preparation of Annual Vat Return.
  + Preparation of Audit details for Vat.
  + Follow up with Vat Consultant for C forms. Issuing C forms to the creditors.
  + Handling Vat Assessments - Gujarat
  + Preparation of Service Tax statement for monthly payments.
  + Preparation of Service Tax set-off statement & arranging for bills to be sent to factory on monthly basis.
  + Handling Service Tax Assessments – Gujarat.
  + Booking of Raw Material, Packing Material, Other Expenses, Capital Assets.
  + Arranging for payments to creditors.
  + Ledger Scrutiny.
  + Preparation of monthly creditors statement for Bank.
  + Creditors Ageing.

**June 2005 to December 2008**

**Accounts Executive–PrabhudasLilladher Pvt. Ltd.(**[**www.plindia.com**](http://www.plindia.com)**)**

The Co. is one of the leading broking houses in India offers entire range of financial products and services like Equity and Derivative Broking since 1944.

### ROLES & RESPONSIBILITIES

**DIRECT/INDIRECT TAXATION,E-PAYMENTS, STATUTORY RETURN FILING,BANK WORK, PURCHASE,I.T.SCRUTINY.**

* + Statutory E-Payments – Advance Tax, Income Tax, TDS, Service Tax.
  + E-Return filing – TDS, Service Tax.
  + Fixed Assets Working incl. depreciation.
  + Preparation of Audit Details
  + Assisting in Advance Tax working.
  + Handling Personal accounts of Directors & their relatives.
  + Preparation of Income-Tax details in reply to notices u/s 143(1).
  + Invoice Booking & Payments.

**February 2005 to June 2005**

**Accounts Executive–Bonace Engineering Pvt. Ltd. (www.bonaceengineers.com)**

The co. has been in the field ofproviding manpower services.

### ROLES & RESPONSIBILITIES

**PAYROLL & DIRECT TAXATION**

* + Preparation of Salary
  + Statutory payments like PF, PT, ESIC, TDS.

**December 2003 to January2005.**

**Accounts Assistant–Amstrin Pharma Pvt. Ltd.**

### ROLES & RESPONSIBILITIES

**PURCHASE & BANK WORK.**

* + Purchase Entries, Sales Entries, Cash & Bank Activities.
  + Preparation of Purchase Orders, arranging for material, handling payment to creditors.

**DETAILS OF ARTICLESHIP**

**Firm** : S.Ponnambalam& Co. From Date :11th July2000. **Designation** : Article Trainee. To Date : 30th Nov 2003.

**Audit of Companies.**

Rescon Mfg. Co. Bandra.

FertiplantEngg, Pvt,Ltd. Bandra.

Sharpline Automation Pvt, Ltd. Thane.

**Audit of Proprietary Firm.**

K.P.Industries, Thane.

V.K.Brothers, Thane.

Straight Way Knit Wear, Thane.

Star Knit Wear, Thane.

**Audit of Banks.**

Dena Bank.

Branches : Thane, Kalamboli, Airoli, Ambernath, Palghar, Chowk.

**Audit of Nursery.**

Garden Ways, Thane.

**Audit of Society.**

KolshetShivkripa Co-Op. Hsg. Society, Thane

### PERSONAL DETAILS

**Name** Pravin Rabhaji Khilare

**Address** Plot No.118, Room No. C-17, Swami VivekanandNagar,Mhada Colony, Pawarnagar Road,

Thane (W) – 400610.

**Date of Birth** July 30, 1976.

**Marital Status** Married

**Qualification** C.A.Articleship completed.

B.Com (2ndnd Class).

H.S.C. (2nd Class).

S.S.C. (1st Class).

**Computer** ERP Packages : IFS , Microsoft Dynamics NAV Classic.

**Knowledge** Tally9, Excel,Internet.

**Current CTC** 7.3 Lacs.

**Notice Period** 1 Month.

**Hobbies**  Listening Music.

### ACHIEVEMENT & AWARDS

* + Passed Young Scientist Examination
  + Won medal in Inter College Carom & chess competition.
  + Passed Tilak Elementary School Exam.
  + Participated in Inter School Dramas.
  + Participated in Cricket Tournaments.