

ANIKET ARVIND BHALEKAR

aniketbhalekar093@gmail.com

Mob. No. 9158354846

OBJECTIVE :-

To achieve an Accountant position that would help me realize my skills & potential to the fullest which will in turn be profitable for the organization.

SKILL SET :-

- Financial Management.
- Cost Accounting.
- Audit Operations.
- Capable team work.
- Strong computational Skills.

WORK EXPERIENCE :-

PREVIOUS COMPANY :-

- **JAGRUT MOTORS PVT LTD, RATNAGIRI (HONDA MOTORCYCLE & SCOOTER PVT LTD.)**

Designation :- **Account Executive**

Tenure :- From June, 2015 to July, 2017

PREVIOUS COMPANY :-

RICHFEEL HEALTH AND BEAUTY PVT LTD, WAKAD

Designation :- **Account Executive**

Tenure :- From Aug, 2017 to February, 2019

VINOD MEMORIAL MULTI-SPECIALITY, VISHRATWADI

Designation :- **Account Executive**

Tenure :- From March, 2019 to January, 2021

DUTIES AND RESPONSIBILITIES :-

- Handled work related to monthly billing & sales reports, MIS Report.
- Carried out payroll processing tasks for over 50 employees.
- Worked with team members is tasks such as updating general ledgers & journal.
- Worked in the billing process.
- Carried out bank reconciliation activities to for accounting year.
- Handled monthly journal entries, accounts & various ledgers.
- Maintaining the invoice data.
- Bank Reconciliation & Ledger Reconciliation.
- Cash handling & preparation of day book.
- Handled online bank transactions, Cheque, NEFT, RTGS and IMPS
- Maintain Inventory record on computer.



- Assistance in the final accounts & balance sheet.
- Prepare & finalize TDS Return Working & GST Returns Working.
- Handling Income Tax Scrutiny and Sale Tax work along with company chartered Accountant.

EDUCATIONAL CREDENTIALS :-

- **Bachelor of Commerce with Accounting** specialization from **Mumbai University** in 2014 with 'B' grade.
- **HSC (Commerce)** from **Maharashtra Board** in 2011 with 64%.
- **SSC** From **Maharashtra Board** in 2009 with 71%.

TECHNICAL KNOWLEDGE :-

- **MS-CIT 2011**
- **Tally ERP9 2014**
- **Internet Surfing.**

Date of Birth:- 13/06/1993

Address :-

Aniket A. Bhalekar
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Samarth Colony,
Vishalnagar,
Wakad - 411027

Signature

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