

CURRICULUM VITAE

Suhas Dundappa Redekar

PERSONAL DETAILS

Residential Address: 12/2, Arun Niwas "C" Wing, Shashtrinagar, Old Dombivli Road, Dombivali West - 421202

Mobile: 9029524562

Email: suhasredekar87@gmail.com

Date of Birth: 18th August 1987

Nationality: Indian

Marital Status: Married

Languages Known: English, Marathi & Hindi

EDUCATION HISTORY

- ❑ Cleared *T.Y.B.Com* from Mumbai University in 2008.
- ❑ Cleared *H.S.C.* from Mumbai University in 2005.
- ❑ Cleared *S.S.C.* from Maharashtra Board in 2003.

EMPLOYMENT HISTORY

Particulars	Designation	Duration
NeoNiche Integrated Solutions Pvt. Ltd	Account Executive	May, 2012 To May 2020
Shree Fibre Glass	Account Assistant	Aug, 2011 to April 2012
Savla Foods & Beverage Pvt. Ltd.	Account Assistant	June, 2010 To May, 2011
Ashish Waghdhare & Co	Audit Assistant	February 2009 to May-2010

WORK EXPERIENCE

- | | |
|--|---|
| <input type="checkbox"/> Accounting | <ul style="list-style-type: none">• Managed overall accounting operations including Sales, Purchase, Payables, Receivables, Monthly/Daily Bank Reconciliation.• Verifying the Supplier/Sales Invoices with Purchase Order and booking the same in Tally software.• Accounting of Petty cash, Bank Payment & Bank Receipts.• Matching 26AS with ledger.• Audit and accounting credit card bills & credit card payment. |
| <input type="checkbox"/> Analysis | <ul style="list-style-type: none">• Analysing the creditors & Debtors accounts on monthly basis.• Finding deviation/irregularities in accounting, reporting the same to Senior Manager & do corrective action wherever required.• Releasing payment as per due date to creditors.• Implementation of new process wherever required. |

<input type="checkbox"/> Reporting	<ul style="list-style-type: none"> • Providing weekly tracker for Debtor & Creditor outstanding. • Detailed expense analysis Cost centre wise. • Assists auditors for the Monthly internal audit and resolving the queries. • Providing monthly sales report to manager.
<input type="checkbox"/> Statutory work	<p><u>GST</u></p> <ul style="list-style-type: none"> • Analysing ledger & Providing GSTR1 for GST returns to consultants. • Timely Payment of GST. • GSTR2A Reconciliation with books & Follow up with Vendors. <p><u>TDS</u></p> <ul style="list-style-type: none"> • Analysing ledger for TDS & Preparing vendor related TDS working and calculation of liability on monthly basis & Payment. • Extracting Form 16 & 16A from TRACES website and forwarding to Vendor. • 26 AS Reconciliation

COMPUTER SKILLS

- Operating System: Windows XP, Windows 7
- Application Software: MS Office 2007 & 2010, Tally ERP 9

INTERESTS AND ACTIVITIES

- Cricket

Yours Faithfully,

(Suhas Dundappa Redekar)