**Curriculum vitae**

**Add:** 002,Ground Floor, Kashibai CHS, Subhash Road, Dombivali(W)

**Mob:** 9653334669

**Vishal Shyam Kamble**

**Email: vishal\_kamble4@yahoo.in**

**SUMMARY EXPERIENCE:**

* A result oriented Account professional with experience on **Accounting & finance**.
* Proficient in **SAP, RamcoErp, Tally, Microsoft Advance Excel, Power Point**.
* Achievement-oriented, hardworking and dedicated with strong leadership skills.
* Handling the Financial Statement Preparation and Audit Schedule.
* Both CFO and IG personnel should alert each other if they become aware of new Information that may require previously-issued financial statements to be restated and that could affect the auditor’s report on those financial statements.
* To allow time for appropriate persons to review and respond to the report(s) and for

auditors to incorporate comments.

**ACADEMIC BACKGROUND:**

* Passed **Specialization in accounts and finance** Examination from Mumbai University Year --2008.
* Passed **B.COM**. Examination from Mumbai University Year--2008 (55%).
* Passed **H.S.C**. Examination from Maharashtra Board Year -2005 (60%).
* Passed **S.S.C.** Examination from Maharashtra Board Year -2003 (53%).

**Last Organization Details**

**Organization : Pawan Trunkey**

**Designation : Sr. Accounts executive**

**Period : 2nd July, 2018 to 30 Th October 2020**

**Job Responsibilities:**

* Processing Vendor bill & Utility bills.
* Preparation of monthly bank reconciliation statement.
* Keeping track of opens GRN.
* Keeping track of Advances.
* Monthly Vendor reconciliation and clearing.
* Ensure timely preparation of GST documents
* Preparation & Working (GSTR - 1, GSTR3B) Monthly On due Date.
* GST- Refund Documentation
* Preparation GST Registration Document.
* Prepare Weekly Debtors & creditors outstanding Statement.
* Handling Petty Cash Expenses.
* Confirmation to the RTGS, NEFT funds transfer.
* Handling queries related to vendors payment, TDS and outstanding.
* Responsible for clearing all pending invoices and regular follow up for timely payment.
* Bank reconciliation and follow up with bank in case incorrect amount charged by bank.
* Generation of creditors ageing.
* Resolving internal as well as external audit queries.
* Attending cess assessments.
* Accounts payable & receivable balance confirmation statement as required during the audit.
* Deduction of TDS on professional fees, payment to contractors, rent and Commission and preparing TDS Quarterly statements.
* Expertise in latest version of Tally
* Daily Bank projections
* Handling petty cash
* Co-ordination with banks

**Organization : Neptune’s Power Plant**

**Designation : Sr. Accounts executive**

**Period : 19th May, 2016 to 26th June, 2018**

**Job Responsibilities:**

* Processing Vendor bill & Utility bills.
* Preparation of monthly bank reconciliation statement.
* Keeping track of opens GRN.
* Keeping track of Advances.
* Monthly Vendor reconciliation and clearing.
* Ensure timely preparation of GST documents
* Preparation & Working (GSTR - 1, GSTR3B) Monthly On due Date.
* GST- Refund Documentation
* Preparation GST Registration Document.
* Prepare Weekly Debtors & creditors outstanding Statement.
* Handling Petty Cash Expenses.
* Confirmation to the RTGS, NEFT funds transfer.
* Handling queries related to vendors payment, TDS and outstanding.
* Responsible for clearing all pending invoices and regular follow up for timely payment.
* Bank reconciliation and follow up with bank in case incorrect amount charged by bank.
* Generation of creditors ageing.
* Resolving internal as well as external audit queries.
* Attending cess assessments.
* Accounts payable & receivable balance confirmation statement as required during the audit.
* Deduction of TDS on professional fees, payment to contractors, rent and Commission and preparing TDS Quarterly statements.

**Organization : Ego Flooring Pvt Ltd**

**Designation : Account Executive.**

**Period : 11th March 2013 –29th April, 2016.**

**Job Responsibilities:**

**Platform: Maintaining of accounts in computerized environment (In RamcoERP Software)**

* Maintained Stock Inventory In ERP Software
* Maintained All Accounts Day to Day Transaction with Tally As well as ERP-RamcoSoftware.
* Verification of expense Vouchers.
* Reconciliation of party ledger With Tally And ERP Software.
* Processing of Vendor invoices on daily Basis.
* Handling vendor clearing and ageing-Daily and Monthly Basis.
* Booking of Sales Invoice.
* Physical stock verification at Warehouse,

**Organization : @Home- A Retail Division of Nilkamal LTD.**

**Designation : Accounts Assistant.**

**Period : 01st December 2010 to 06th March, 2013.**

**Job Responsibilities:**

* Handling Petty Cash
* Bank reconciliation and follow up with bank in case incorrect amount charged by bank.
* Responsible for monthly Vendor clearing.
* Physical stock verification at store,
* Reporting to head office for daily sales collection,
* MIS preparation for monthly bank charges.
* Handling branch accounting,
* Co-ordination with SAP team to develop auto generation of customer refund, customer clearing, GL clearing, Bank credit confirmation, Petty cash balance certificate, customer changes auto mail and customer outstanding auto mail.

**Personal Details**

Date of Birth : 04th January, 1986

Gender : Male

Marital Status : Married

Languages Known : English, Hindi and Marathi

Nationality : Indian

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place:** Dombivali. (Vishal S. Kamble).