Sainath Mestry

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Jai hind Nagar,

Khar (E)

Mumbai – 400 051

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* To achieve excellence in all my endeavors and be a source of inspiration

to Others

Personal Details

* Marital Status – Single
* Date of Birth - 27thSeptember, 1990

Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Exam Passed | College/School | Year of Passing | % of Marks | Class Achieved |
| 1. | B.Com | Chetana College | 2011 | 58.00% | Second |
| 2. | H.S.C. | Chetana College | 2008 | 58.33% | Second |
| 3. | S.S.C. | Mahatma Gandhi Vidyamandir | 2006 | 73.06% | First |

Professional Experience – Current

* + Current Organization: - **Media Nucleus India Pvt Ltd**
  + Worked From :- 10th May, 2019 to till date
  + Designation :- Accounts Executive

Job Profile

* + Maintain Sales & Purchase entries in Tally ERP 9
  + Preparing Proforma Invoices as per requirement
  + Preparing Bank Reconciliation statement
  + Preparing weekly Debtors statement
  + Maintaining Petty Cash
  + Preparing Salary Statement Every Month
  + Doing online payment to vendors
  + Preparing letter of TDS refund and doing follow up with NBFC
  + Handling HR work

Professional Experience – Previous

* + Current Organization: - **Cosmos Business Machines**
  + Worked From :- 05th June, 2017 to 09th May, 2019
  + Designation :- Accounts Executive

Job Profile

* + Maintain Sales & Purchase entries in Tally ERP 9
  + Preparing Proforma Invoices as per requirement
  + Preparing Bank Reconciliation statement
  + Preparing weekly Debtors statement
  + Daily follow up for outstanding debtors collection
  + Preparing cheques for vendors payment

Professional Experience – Previous

* + Current Organization: - **Alfa Prints & Labels**
  + WorkedFrom :5thMay, 2014 to 3rd June, 2017
  + Desigation: **AccountsAssistant**

Job Profile

* + Maintain Sales & Purchase entries in **Tally ERP 9**
  + Preparing Purchase Order as per requirement
  + Making TDS Challan payment through online Net Banking Service
  + Preparing Bank Reconciliation statement
  + Preparing monthly Profitability Statement
  + Preparing weekly**Debtors** statement
  + Preparing Salary Statement of Employee
  + Preparing Quarterly Vat &Tds Return working

Professional Experience – Previous

* + Current Organization: - **About U Fashions Pvt.Ltd.**
  + WorkedFrom : 1st March, 2013 to 31st March, 2014
  + Desigation: **Accountant Executive**

Job Profile

* + Maintain Sales & Purchase entries in **Tally ERP 9**
  + Tally the overall Sales & Purchase of various exhibitions
  + Filing TDS Return by using **Sensys Easy TDS software**
  + Preparing Bank Reconciliation statement
  + Preparing monthly **MIS**
  + Preparing monthly **Debtors & Creditors** statement

Professional Experience –

* + Previous Organization: - **B. H. Kishnadwala& Associates**
  + Worked From : 22nd March, 2012 to 28th Feb, 2013
  + Designation :- **Accountant**

Job Profile

* + Make Professional Tax registration
  + Filing Professional Tax return
  + Filing VAT return
  + Filing CST return
  + Maintaining purchase & sales entries in Tally

# Additional Qualification

* + **Tally 9.0** completed with **A+ Grade**
  + Working knowledge of **Tally.ERP 9** & **Tally 7.2**
  + Typing Examination of **30 w.p.m.** completed with **A Grade**
  + Successfully completed Data Entry Course
  + Knowledge of Word, Excel & Internet
  + Successfully completed Photography course from **L.S.Raheja School of**

**Art, Worli.**

Languages

* + English, Hindi & Marathi

Date: Sign: