

RESUME

Mr. Sunny Nandkishor Jagtap
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Maharashtra, India.
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OBJECTIVE

To work in a creative and innovative environment that helps to show my skills and abilities and exploits my talent to the fullest.

PERSONAL SKILLS

A quick learner with abilities to put to use knowledge in an effective way, an effective communicator endowed with good analytical, comprehensive problem solving, flexible and oriented attitude, willingness to learn and Team facilitator.

EDUCATIONAL QUALIFICATION

- Pursuing MBA-II year in Navjeevan Institute of Management Nashik.
- Post Graduate Government Diploma In Co- Operation and Accountancy. (G.D.C. AND A).
- Post Graduate Diploma in Taxation Law (D.T.L).
- Post Graduate Degree in Master of Commerce.
- B. Com from K.S.K.W. Arts, Commerce and Science College, Nasik
- H.S.C. passed from K.S.K.W. Arts, Commerce and Science College, Nasik.
- S.S.C. passed from L.V.H. Madhyamik Vidyalaya, Nasik.

EXTRA ACADEMIC QUALIFICATION

- MS-CIT passed with 64% (Government Approved Computer Course).
- Tally / ERP 9.0 Certificate Course completed from Bright Computer, Nasik.
- Typing 40 wpm (English) passed with 86% from Pune Board.
- Typing 30 wpm (English) passed with 68% from Pune Board.
- Typing 30 wpm (Marathi) passed with 59% from Pune Board.

PROFESSIONAL EXPERIENCE

(From June 2010 to till date)

- Worked as an Accountant for Ratnaparkhi Electronics Industries Pvt Ltd. from 8 Feb 2016 to till date.
- Worked as an Accountant for Snehpooja Steel Traders Ashoka Marg Nashik from 1 Aug 2015 to 07 Feb 2016.
- Worked as an Accountant for Jai Industries Satpur, Nashik from 1 April 2015 to 31 July 2015.
- Worked as an Accountant for M/s. Kamlesh Sanap and Associates, Shop No.16, Near Central Service Tax Office, Nasik – 422 009 from July 2011 to March 2015.
- Worked as an Assistant for M/s. Ajay Vidya Rathi and Associates will know as CA, Tilak wadi, Nasik – 422 005 from June 2010 to July 2011.

JOB PROFILE

Maintaining of Accounts all records.

- Maintaining of Account and Excise Records – Purchase Register, Sales Register, Bank Statement, Journal Entries. Debit Note, Credit Note. Ledger Scrutiny.
- Maintaining records for Excise and VAT & PT returns and Excise and VAT Audit report and filed returns.
- Preparation, checking & Payment, Receipts Voucher.
- Familiar with the procedure for Excise, VAT, CST, GST, INCOME TAX, TRACES TDS Registration & Income tax returns.
- Doing Payment followed up & Recovery.
- Maintaining of Account Records – GST Purchase Register, GST Sales Register, Bank Reconciliation Statement, Journal Entries. Debit Note, Credit Note Job Work Challan & Other Challan.
- Maintaining records for GST returns and filed also these returns i.e. GSTR-1, GSTR -3B, ITC04 JOB Work return, GST TDS return, and all GST related works and Assessment And filed returns. Also, GST Cash Ledger and GST credit Ledger scrutiny. GST Annul returns GSTR 9 & GSTR9C.
- GSTR 2B Reconciliation and ITC records Maintaining with monthly basis.

- Yearly LETTER OF UNDERTAKING submission.
- Preparation GST Audit and finalization.
- PF and ESIC online works.
- Maintaining records for TDS Summary & TDS Returns filed by myself also correction in Tds returns using traces website.
- M.I.D.C related documents preparation and registration N.S.I.C., Factory ACT, Udyam certification.

PROFESSIONAL EXPERIENCE

Total Accounts and Indirect Tax work experience of over 13+ years.

POSITION RESPONSIBILITY

Team Member

- Understanding the Implementation of specification given by Management & Suppliers.
- Developing activities and performing the task assigning as per the specification.
- Finding solutions for Critical and Unusual problems.
- Reporting and Documentation.
- Actively interacting with other team members for knowledge sharing and problem solving.

PERSONAL DETAILS

Email ID : sunny05jagtap@gmail.com
 Marital Status : Married.
 Date of Birth : 23rd July 1993.
 Languages known : Marathi, Hindi, English.

Place : Nashik
 Date : / /

(Mr. Sunny N. Jagtap)