



CONTACT DETAILS

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📍 House No.813, Samta Nagar,
Siddharth Chowk, Near Dream
Citi, Inox theatre, Nashik-422006.

SKILLS

- ❖ Conduct monthly self-company audits.
- ❖ Ensure accurate completion of day to day accounting entries.
- ❖ Knowledge about PSI Scheme schedules and format workings.
- ❖ Maintain and organize Excel Worksheets effectively.
- ❖ Possess a solid understanding of general taxation principles

EDUCATION

- ❖ **B.COM- (ADMINISTRATION)**
50.45% (2013-15)
J.D.C Bytco College of Commerce
- ❖ **H.S.C**
55.50% (2012-2013)
Dayabhai Devasi Bytco College
- ❖ **S.S.C**
66.36% (2010-11)
Janta Vidyalaya Gandhinagar, Nashik

MAHESH VISHWAKARMA

Senior Accountant

Highly-motivated employee with desire to take on new challenges.
Strong worth ethic, adaptability and exceptional interpersonal skills.
Adept at working effectively unsupervised and quickly mastering new skills

Work Experience

MNE Components India Pvt Ltd.

Sr. Accountant

(July-21- Present -3 years)

- **Accounting Excellence:** Demonstrated expertise in maintaining comprehensive financial records, facilitating smooth auditing and reporting processes.
- **Bank Reconciliation:** Ensured reconciliation of company bank accounts, addressing any discrepancies to maintain financial accuracy.
- **GST & TDS Compliance:** Expertly managed GST compliance, including timely return filing. Diligently handled TDS calculations and payments.
- **Payroll & Statutory Compliance:** Successfully managed ESIC and PF compliance, while ensuring accurate PT deductions and submission.
- **Party Ledger Reconciliation:** Reconciled party ledgers, contributing to accurate financial reporting and strong vendor relationships.
- **Financial Reporting:** Generated detailed Excel reports, including purchase-sale summaries, enabling informed decision-making.
- **Cash Management:** Effectively handled petty cash and managed bank payments, optimizing cash flow and maintaining financial stability.

Kreepa Steel Industries

Sr. Accountant (Oct-2017- July-2023 -4 years)

Oct-2017- July-2021 (4 years)

- **Bank Reconciliation:** Managed timely and accurate reconciliation of company bank accounts, ensuring discrepancies were promptly resolved.

OTHER COURSES

- ❖ MS-CIT
- ❖ TALLY ERP 9.0
- ❖ DESKTOP PUBLISHING
(DTP)

INTERESTS

- ❖ Playing Cricket and Football.
- ❖ Workout
- ❖ Photography
- ❖ Wood Working

LANGUAGES

- ❖ HINDI
- ❖ MARATHI
- ❖ ENGLISH

- **Accounting:** Oversaw comprehensive accounting processes, recording of financial transactions and maintaining accurate ledgers.
- **GST & TDS:** Handled GST compliance, including filing of GSTR-1 and GSTR-3B. Managed TDS working and payments with precision.
- **Payroll Taxes (PT):** Ensured compliance with Professional Tax regulations, processing and submitting accurate PT returns.
- **Regulatory Compliance:** Managed diverse regulatory compliance requirements, ensuring adherence to legal and industry standards.
- **PSI Incentive:** Strategically navigated the PSI scheme, driving successful implementation and accurate incentive calculations.

TORQUE MOTORS YAMAHA Jr. Accountant

May-2015- Sept-2017 (3 years)

- **Accounting Excellence:** Demonstrated expertise in maintaining comprehensive financial records, facilitating smooth auditing and reporting processes.
- **Bank Reconciliation:** Ensured reconciliation of company bank accounts, addressing any discrepancies to maintain financial accuracy.
- **Party Ledger Reconciliation:** Reconciled party ledgers, contributing to accurate financial reporting and strong vendor relationships.
- **Cash Management:** Effectively handled petty cash and managed bank payments, optimizing cash flow and maintaining financial stability.

N.D. Dhatrak & Associates Accounts Executive & Junior Auditor

May-2014- March-2015 (1 year)

- **Bank Reconciliation:** Managed timely and accurate reconciliation of company bank accounts of clients.
- **Accounting:** Oversaw comprehensive accounting processes, recording of financial transactions and maintaining accurate ledgers.
- **GST & TDS:** Handled GST compliance, including filing of GSTR-1 and GSTR-3B. Managed TDS working and payments with precision.
- **Audit Practice:** Facilitated financial and operational audits, workings with internal and external managers to communicate recommendations or issues surrounding audits.
- **ITR Filings:** Filled and reviewed various documents and forms and prepared income tax returns. Executed multiple office management duties and managed all relevant paperwork.