

Shivanand Kashinath Pandit

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CAREER OBJECTIVE:

To serve in a challenging job in an organization with leading edge technologies, where I can utilize my knowledge and can have a continual advancement of skill.

WORKING EXPERIENCE:

Company Name: - ADARSH GROUP (Looking daily news paper 'Adarsh Gavkari')

Designation: - Accountant

Period: - June-16 to still date

Job Profile:-

- checking daily News Paper circulation,advertisement
- Maintaining daily Recovery Report.
- Preparation and online filing of the TDS and GST returns.
- Preparation and finalization of Accounts, preparation of Financial Statements.
- Debtors and Creditors balance reconciliation.
- Preparing of Cheques and entry into accounting systems.
- Preparation of Bank Reconciliation Statements and MIS reports.
- Verification of vouchers and involved in auditing

Company Name: - BHR MULTI-STATE CO-OP CREDIT SOCIETY LTD, AURANGABAD

Designation: - Clerk cum Cashier (Multipurpose)

Period: - SEP-2012 to DEC-2015

Job Profile:-

- Responsibility to achieve branch target in saving, current accounts.
- Responsibility to increase the Bank's profitability by cultivating new business relationships.
- Goal is to Grow accounts profitability by maintaining a high service standard and compliance.
- Generate the cross selling business from existing customers by selling other products.
- Maintain and develop customer relationships, new business, and periodic visit to existing customers.
- Identifying the needs of customers and then working hard to meet or even exceed them.
- Working hard to market and sell the banks products like loans (GOLD,VEHICLE LOANS)

- **Firm Name:** - CA-P.R.NAVANDAR & CO.
- **Designation:** - ACCOUNTANT- AUDITOR
- **Period:** - Jan 2010 to Aug 2012
- **Job Profile:-**
 - Computation of total income of Individuals and all other assesses.
 - Preparation and online filing of the income Tax, TDS and VAT returns.
 - Preparation of Monthly returns and filing Of ST and PT.
 - Preparation and finalization of Accounts, preparation of Financial Statements.
 - Debtors and Creditors balance reconciliation.
 - Preparing of Cheques and entry into accounting systems.
 - Preparation of Bank Reconciliation Statements and MIS reports.
 - Verification of vouchers and involved in auditing.

Educational Profile:

Course	Board/University	Percentage of Marks	Year of Passing
M.COM	DR.B.A.M.U.AURANGABAD UNIVERSITY	63.00	2012
Diploma in Taxation Law	DR.B.A.M.U.AURANGABAD UNIVERSITY	53.00	2010
B.COM	DR.B.A.M.U.AURANGABAD UNIVERSITY	58.00	2009
H.S.C	AURANGABAD BOARD	63.00	2006
S.S.C	AURANGABAD BOARD	68.00	2004

COMPUTER SKILLS:

- Operating System: Win98/2000/XP, MS Dos
- Certificate Course: MS-CIT, Internet Applications
- Core Banking Software (SQL)
- Accounting Software:-TALLY ERP9, Data base

NATURE OF WORK:

- Banking operations, Cash handling, Accounting

PERSONAL DETAILS:

- Permanent Address: Ambhikanagar ,harsul pisadevi,harsul,Aurangabad
- Date Of Birth : 08 June 1988
- Gender : Male
- Hobbies : Drama, Reading, Making Friends, Play Cricket.
- Nationality : Indian
- Marital Status : Married
- Religion : Hindu-Maratha

Your Faithfully

Shivanand Pandit