

AKASHKUMAR HAJAPPA BHAKATARAYA

Flat No 213/214, Building No 7 D Wing, Wimco Naka,
Matoshree Nagar, Ambernath (W)- 421505
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OBJECTIVES :-

- To Seek Challenging Assignment & Responsibility, With An Opportunity For Growth & Career Advancement As Successful Achievement.

WORK EXPERIENCE :-

Currently working with Arisinfra Solutions Private Limited (Kurla) as Senior Accounts Executive-Payable

From 01.03.2022 to till date (Full Time)

Job Responsibility,

- Keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
 - Review invoices for appropriate documentation prior to payment
 - Preparation of Sales/Purchase Order in Zoho Books
 - Perform invoice and general ledger data entry of expenses
 - Preparation of Ageing report and Vendor payment management.
 - Interest Calculation on Late Payment Received & on Overdue Invoices.
 - Reconciliation of GST on Month Basis for GSTR1 & GSTR3B
 - Reconciliation of TDS on Month Basis for TDS Payment
 - Bank Reconciliation
 - Resolving Query of Finance & Audit Team.
- Previous working with **STK & Associates (Chartered Accountant) Dombivali** as **Senior Accountant & Compliance Executive.**
From 26.05.2018 – 28.02.2022 (Full Time)

Job Responsibility,

- Daily / routine and day- to-day Transaction and Data Entry in Tally
- Monthly GST Return Working and Payment
- Filing of Monthly GST Returns Original & Amendment (GSTR1 & GSTR3B)
- Monthly TDS Return Working and Payment
- Filing of Quarterly TDS Returns (Original & Revised)
- Capable knowledge of handling Taxation matters
- Bank Reconciliation
- Preparing of Financial Reports
- Handling Legal Notices & Orders in reference to Taxations.
- Online Filling of Returns with Department(s) – GST/ Income Tax / TDS Returns.

- Previous working with **Vipul Shah & Co. (Chartered Accountant), Kalyan** as **Accountant**. From 22.05.2017 to 05.05.2018 (Full Time)

Job Responsibility,

- Preparing & Filling of Income Tax Return
- Preparing & Filling of R.O.C Annual Returns
- Preparing & Filling of T.D.S. Quarterly Returns
- Online Filling of Returns with Department(s) – GST/Sales Tax / Income Tax / Service Tax / R.O.C / TDS Returns.
- Preparing of Financial Reports of Individual / Partnership
- Daily / routine and day- to-day Transaction and Data Entry in Tally
- Capable knowledge of handling Taxation matters

- ❖ Babaji Shivram Clearing & Carrier Pvt Ltd as Import Documentation Executive. From 01/05/2016 to 30/06/2017

Job Responsibility,

- Handling Import Documentation
- Handling BOND & EX-BOND Shipment
- Handling FOB, CIF, AND C & F Shipment
- FIND H.S Codes, Duty Structure with tariff book
- BE Filling with Visual Impex Software AND ICEGATE
- Documents submission online through ICE-GATE
- Trace the shipment status through website and by personal contact to shipping lines.
- Arrange to collect the delivery orders from shipping line
- Good communicate to party with mail & personal contact
- Update client for shipment status
- Daily DSR Report to Party
- Knowledge Of Advance License DEEC, MEIS, SEIS, FPS etc.

Additional Qualifications :			
Course	Institute	Year of passing	Subjects
Certificate Course in Export Import Documentation	Exim India Academy Navi Mumbai	2016	Preparation of Invoice, P/L, C.O., GSP, B/L, ARE1, Declaration, Bills of Entries, “N” Form ❖ Classification of Goods as per HS Code List ❖ Types of Bills of Entries ❖ Pre & Post shipment ❖ PORT / CFS Visiting

EDUCATIONAL QUALIFICATION:-

Course/Degree	Institute/University	Year of passing	Percentage
B.COM	Mumbai University	2014	72.78%
H.S.C	Maharashtra State Board	2010	45.67%
S. S. C.	Maharashtra State Board	2007	35.00%

TECHNICAL PROFICIENCY:-

Capable of working independently in computerized environment ñ

- Experience in working with Tally.ERP 9.0, Tally 9.0 & Tally 7.2
- Excellent knowledge of MS EXCEL, MS WORD, MS POWER POINT, etc
- Complete MS-CIT Course.

PERSONAL PROFILE :-

Name :- Akashkumar Hajappa Bhaktaraya
Father Name :- Hajappa Bhaktaraya
D.O.B :- 31st July 1991
Marital Status :- Married

DECLARATION:

I hereby declare that all the information furnished above is true to best of my knowledge and belief.

DATE :- 17th June 2022

(Akashkumar H Bhaktaraya)