

RESUME

Name: Vaibhav Govind Bidaye
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CAREER OBJECTIVE

To be a recognized as an efficient and competent individual having good interpersonal and technical skills. Being a hard worker with a positive attitude, I aspire to prove my talent in fast moving techno world.

EDUCATIONAL QUALIFICATION

Practical Accounting Training (Advance plus) appearing from IBA Institute, Thane
Practical Accounting Training (Advance) completed from IBA Institute, Thane
B. Sc. in Mathematics from Mumbai University 2016-17

CAREER HISTORY

Prudent Logistics Solutions Pvt Ltd
February 2018 to December 2020 as **Account Assistant**.
Sai Roll Forms India Pvt Ltd
January 2021 to Till Date as **Accounts Executive**.

COMPUTER SKILLS

Applications: MS office, MS Excel, MS Power Point
Internet knowledge: E-mail, net browsing, Tally in ERP 9.3

TOTAL EXPERIENCE: 4.5 YEARS

Total experience: 01 years 07 Months
Company : Sai Roll Forms India Pvt Ltd
Job Position : Accounts Executive (Since Jan 2020 to Till Date)
Vertical : Accounts
Process : Accounts & Taxation.

ROLES & RESPONSIBILITIES:

- Keeping accounts Finalization and system up to date.
- Identifying and addressing any discrepancy in accounting.
- Handling all the quires relating to accounts.
- Maintain accurate and up-to-date books of accounts.
- Working on GST Return filing including GSTR1, GSTR3B and GSTR2A Reconciliation.
- Preparation and filing of e-return with Income Tax.
- Filing and Preparation of T.D.S Return.
- Handling Audit Assignment.
- Reconciliation of Bank Statement with income and expenses.
- Finalization of Balance Sheet as per Accounting Standard.

Total experience: 02 years 10 Months

Company : Prudent Logistics Solutions Pvt Ltd

Job Position : Accountant Assistant (Since Feb 2018 to Dec 2020)

Vertical : Accounts

Process : Finance and accounts.

ROLES & RESPONSIBILITIES:

- Maintain accurate and up-to-date books of accounts
- Reconciliation of Bank Statement with income and expenses
- Preparation of Sale bills with accurate details.

PERSONAL SKILLS & ABILITIES

- Good organization and efficient time management skills and the ability to work closely and Inter face with a diverse range of individuals at all levels.
- Self-motivated with the ability to produce quality results in a timely manner under minimal supervision.
- Commitment towards work, ability to learn and meet deadlines.
- Flexibility to work in a multi-tasking environment and adjust to rapidly shifting priorities.
- The ability to take ownership for issues and follow through to resolution.
- Ability to thrive in a rapidly changing and expanding environment.

PERSONAL DETAILS

Date of Birth	3 rd January 1997
Gender	Male
Nationality	Indian
Address	305 Rudra Park, Bangar Nagar, Thane-421302
Marital Status	Single
Languages	English, Hindi, Marathi

DECLARATION

I hereby declare that the above-furnished information is true and correct to the best of my knowledge. If given an Opportunity in your esteemed organization will put in the best of my ability.

