

TATYASAHEB ARJUN PATIL

SENIOR ACCOUNTS EXECUTIVE Pathardi Phata, Nashik-422010

MY CONTACT

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📍 Nashik-422010

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TECHNICAL SKILLS

- Infor LN ERP
- SAP B1
- PM Track ERP
- Tally ERP Prime
- Tally ERP 9
- Knowledge of MS Office, MS Excel
- Knowledge of Windows OS

PERSONAL TRAITS

- Multitasking
- Meticulous
- Intellectual thinking
- Adaptable to different Situations

EDUCATIONAL DEATILS

- Pursuing M.B.A. (Distance Learning) from NMIMS University Mumbai
- Bachelors of Commerce, -2014 with **2nd class**. From Pune University.
- HSC, 2010 with **54.83%**. From Nashik Board.
- SSC -2008, with **60.30%**. Maharashtra State Board.

PROFILE

Graduate in the field of commerce and pursuing master degree as well having 9 years of working experience in manufacturing industry. Intent to build a career with commitment and dedication which will help me to explore my knowledge. Willing to work as a key player in a challenging and competitive environment.

PROFESSIONAL EXPERIENCE

ELECTROFAB INOVATIONS INDIA PVT. LTD.

Accounts Executive (Mar 2023 – Dec 2023)

Job Responsibilities:

- Prepare Monthly GSTR1 & 3B data for return filing.
- Monthly GSTR2A & GSTR2B reconciliation with books.
- Timely making payments of TDS & TCS.
- Prepare quarterly TDS & TCS data for return filing.
- Prepare MIS Report, Prepare Cash flow Statement
- Ledger Scrutiny, Supplier and Expenses payments, Debtors & Creditors ledger reconciliation etc.

DEKALVALVE CASTINGS PVT. LTD.

Senior Executive Accounts (Feb 2022 – Mar 2023)

Job Responsibilities:

- Resolving statutory audit queries.
- 26 AS reconciliation with books.
- Monthly GSTR1 & GSTR3B return filing.
- Dispatch Documents creation, Purchase & Expense bill verification, Bank Reco., petty cash handling etc.

CESARE BONNETI INTERNATIONAL PVT. LTD.

Assistant Accounts (May 2018 – Oct 2021)

Job Responsibilities:

- Preparing Bank Guarantee and Hundi Documents.
- Preparing Domestic & Exports Dispatch Documents.
- Supplier Payments, ledger reconciliation, Bank Reco.
- Purchase & Expense bill verification, petty cash handling etc.

JALARAM INDUSTRIES.

Accountant (Nov 2014 – Apr 2018)

Job Responsibilities:

- Purchase & Expense bill booking in system.
- Sales Bill Preparation in system.
- Supplier Payments, ledger reconciliation, bank reco.
- Bank Reco., petty cash handling etc.