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**Ravindra Rambhau Gaidhani**

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Contact : 9527543575

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**Personal Profile**

Name : Ravindra Rambhau Gaidhani  
Address : Radhakrishna Rowhouse, Near Vasant Vihar  
Model Colony, Jail Road, Nashik Road,  
Nashik. 422101.  
Date of Birth : 9<sup>th</sup> Nov 1981  
Marital Status : Married

**Educational Profile**

- M.Com. 1<sup>st</sup> Year Pass
- Graduation in B.Com 2005 from Bytco Collage , Nashik Road.
- H.S.C. Pass in 2002 from Arambha Mahavidyla, Nashik Road.
- S.S.C. Pass in 2000 from Bal Yashu Seva Dan Highschool Nashik Road.
- G.D.C.A. Pass in 2006 from Government Diploma in Co-operation and Accountancy Board Pune.

**Other Profile**

- Computer : Diploma in Operating System And Page Maker 6.5 Certificate in Tally, MS-CIT Exam Pass.
- Type Writing : English (30 w.p.m.)
- Languages Known : English , Hindi , Marathi
- Hobby : Cricket.

**Technical Profile**

- Hardware : Structure LAN cabling Desktop PC's, Turbleshooting of all Pc component etc.
- Operating systems : Windows Xp, Windows 7, Windows 8.
- Networking : LAN Networking, maintenance and troubleshooting.

## Work Profile

- 1) Presently working with **Saico Cranes Pvt Ltd** At Ambad Nashik  
As "**Accounts Executive**" Since 23<sup>rd</sup> March, 2009.

### **Job Responsibility :**

- Preparation of Income Tax Calculation Staff & Worker
- Maintaining employee's records of income tax return & assist in preparation and filling of income tax returns. Issue TDS Certificates in form 16.
- Preparation of TDS deduction statement and feeding data with "Saral TDS" software. File TDS return & issue TDS Certificates i.e. form 16A.
- Preparation and filling GST return GSTR1, GST3B Maintaining Record
- Checking of purchase bills corresponding to purchase order & price list. Preparation of sales invoice.
- Making of day to day accounting entries in tally i.e. posting of purchase vouchers, sales vouchers, payment vouchers & receipt vouchers
- Preparation of bank reconciliation statement and reconciliation statement of debtors & creditors as per requirement
- Maintaining day to day petty cash balance.
- Assist seiners in other commercial work as required.
- Currently working with Tally ERP & Saral TDS Software

- 2) Worked with **Garware Industries Ltd** at Ambad Nashik  
As "**Account Assistant**" from 10.05.2008 to 22.03.2009.

### **Job Responsibility :**

- Contractors & vendors bill checking & passing.
- Maintaining day to day account entries with ERP software
- Work in ERP Systems

- 3) Worked with **Garware Industries Ltd** at Ambad Nashik  
As "**FG Store Assistant**" from 12.12.2006 to 09.05.2008.

- 4) Worked with **Coco Cola Hindustan Pvt Ltd** .At Ambad Nashik  
As "**Supervisor**" from 15.01.2004 to 30.07.2004.

Present CTC : 4.32 Lakhs P A

Notice Period : 1 Month.

I hereby declare that all information furnished above is true and correct to the best of my knowledge & belief. Waiting for your favorable reply.

Yours faithfully.

Place : Nashik

Date : 13/02/2024

( *Ravindra R. Gaidhani* )