
Mahesh B Zanje

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Chikinipada, near Shital colony.
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Objective:

To achieve success in whichever task I undertake with all my hard work & sincerity.

Education qualification:

- ✓ Passed T.Y.B.COM with second Class (57.42%) from Mumbai University in March 2013.
- ✓ Passed HSC with First Class (49.00%) from Maharashtra Board in February 2010.
- ✓ Passed SSC with First Class (62.92%) from Maharashtra Board in March' 2008.

1. **LANDMARK CARS PVT LTD (Jeep Division): FROM 22nd 2021 Mar to present**

➤ **Designation:** Accounts Executive

Job Profile:

- ✓ Accounts Receivable
- ✓ Accounting Work from 1st April 2022 in SAP B1 Software.
- ✓ GSTR 1 Working.
- ✓ Preparing GST E-invoice.
- ✓ Follow-up For sales & service Marketing claim Debtors with Marketing Manager.
- ✓ Follow-up For sales & service Debtors with sales & service managers
- ✓ Follow-up & Co-ordinate with credit customers (for eg. Leasing companies)
- ✓ Follow-up with Insurance & finance companies for outstanding payout payments.
- ✓ Accounting Work in Tally ERP prime gold.
- ✓ Payment Entries, Receipts Entries, Sales Invoice & Purchase book in tally software. Journal Entries, Debit Note, Credit Note, Discount Entries.
- ✓ Petty Cash Handling.
- ✓ MIS updated in excel, all invoice report updated in excel.
- ✓ Sundry creditor handling.
- ✓ Bank reconciliation, branch reconciliation
- ✓ Finance commission & insurance commission claim handling follow up with finance Manager.

- ✓ Insurance Amounts adjusted in Tally, Co-ordinate with insurance Person.
- ✓ Handling stock (New cars) recon on Monthly basis.
- ✓ Monthly salary working & entries pass in tally.
- ✓ Monthly taken finance & claim provision.

2 NAVNIT MOTORS PVT LTD (BMW DIVISION): From 24th Oct 2017 to 20th Mar 2021.

➤ **Designation:** Jr. Accounts officers

➤ **Job Profile:**

- ✓ Accounts receivable.
- ✓ Accounting Work in Base one software.
- ✓ Follow-up For sales & service Debtors with sales & service managers
- ✓ Follow-up & Co-ordinate with credit customers (for eg. Leasing companies)
- ✓ Follow-up with Insurance & finance companies for outstanding payout payments

- ✓ Payment Entries, Receipts Entries, Sales Invoice & Purchase book in base one software. Journal Entries, Debit Note, Credit Note, Discount Entries.
- ✓ Petty Cash Handling.
- ✓ MIS updated in excel, all invoice report updated in excel.
- ✓ **Monthly sundry debtors reports** and follow ups with sales manager for outstanding payments.
- ✓ Sundry creditor handling.
- ✓ Bank reconciliation, branch reconciliation

3 Auto Hangar (I) Pvt Ltd. - From 8th Jan 2014 to 23rd Oct 2017.

➤ **Designation:** Accounts officers.

➤ **Job Profile:**

- ✓ Accounting Work.
- ✓ Accounting Work In Tally ERP 9.0.
- ✓ Accounting Work In New Software (SAP) from 1st April 2017.

- ✓ Payment entries, receipts entries, sales export, purchase export from delite software of Honda, journal entries, debit note, credit note, and discount entries.
- ✓ MIS updated in excel, all invoice report updated in excel.
- ✓ Daily sundry debtors' reports follow ups with service manager for Outstanding Payments.

- ✓ Sundry Creditor Handling.
- ✓ Bank reconciliation, branch reconciliation.
- ✓ Insurance Amounts adjusted in Tally.
- ✓ Co-ordinate with insurance person

Professional qualification

- ✓ Computer Knowledge: - Basic knowledge of computer,
- ✓ MS-CIT.
- ✓ Tally ERP 9.

Interests/activities - Finance, Accounts and Tax.

Personal details

Fathers' Name -Bhimrao Zanje

Marital status - single

Language - Hindi, English, Marathi

Date of birth - 24th Sep 1992

Declaration

I hereby declare that the particulates given here in are true to the best of my knowledge.

Place: - Kalyan.

Date -

(Mahesh B. Zanje)