***CURRICULUM VITAE***

# Abhishek Laxman Rade

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***Career Conspectus***

An astute professional with over **6 years’** experience in areas of Accounts and taxation exceptional abilities in achieving target. Looking for an opportunity to explore more areas in related areas and handling critical responsibilities.

## Work Experience

**WAHL India Grooming Products Pvt. Ltd.**

**Accounts Executive** December 2017 to June 2020.

# Job Profile

### Managing Accounts Receivables

* Creation of Invoices to Distributors, Key Accounts, Ecommerce & Corporates on daily basis.
* Prepare and Create New Customer Registration in Tally.
* Sharing collection details on weekly basis to sales team and follow up for due payment.
* Preparation of ageing report of debtors and sending to sale team on monthly basis with target collection for next month.
* Sharing daily collection status to management.
* Helping to manage Cash Flow on monthly basis.
* Passing Bank receipts and cheques deposits in bank on daily basis.
* Preparing Bank Reconciliation statement for management on daily basis and doing reconciliation in Tally.
* Customer ledger reconciliation on quarterly basis.
* Passing bad and doubtful debts provision entries if outstanding is more than 360 days.
* Handling Cash book on daily basis.

### Accounting and Audit related:

* Preparation of monthly Sales report.
* Preparation of details for notes to accounts.
* Co-ordinate with auditors for completing audit within time frame. (Statutory / Tax / Internal / Group Audit)
* Worked in TALLY.

### Direct and Indirect Tax:

* Monthly preparation of Revenue Report to work out GST Liability
* Filing GST Return GSTRN-1
* Preparation of assessment related data.
* Submit and attend Sales Tax related work for assessment.

**IPCA Laboratories limited.** March 2015 to November 2017

### Accounts Assistant.

**Job Profile**

**Managing Accounts Payable:**

* Follow-up for bills, GIMs, Challans, Purchase Orders etc. with concerned department for timely accounting of supplier’s bills.
* Ensuring timely payments to vendors of location and Head Office. Reviewing the necessary entries in the books of account.
* Participating in monthly/quarterly closing & review of financials, Inter Company Transactions, Expense provisioning, various schedules.

### Accounting and audit related:

* Monitoring Yearly reconciliation of physical assets with the asset as per books of accounts.
* Preparation of audit schedules
* Co-ordinate with auditors for completing audit within time frame. (Statutory & Tax audit)
* Worked in FAS (Oracle Base System)

### Direct and Indirect tax:

* Monthly preparation of income sheet to work out service tax liability.
* Maintaining service tax input register on excel.
* Calculation of monthly TDS liability and its payment.
* Filling of half yearly service tax return.
* Filling of quarterly TDS return
* Calculation of Monthly Income & GST Liability for Form 3B
* Filing GST Return GSTRN-1
* Preparation of assessment related data.

**Spares & Components Co.** September 2014 to February 2015

#### Accounts Assistant

* Purchase & Sales entry with vat & tax accordingly.
* Passing all payment & receipt entry.
* Bank reconciliation
* Summarizing sales tax summery
* Maintain all accounts.
* Worked in Tally 7.2

***Academic Credentials***

* + Appeared in (MBA) Masters in Financial Management from Mumbai University (2 Year Completed.)
  + B.com passed from Mumbai University in the year April 2014.
  + H.S.C passed from Maharashtra board in the year March 2011.
  + S.S.C passed from Maharashtra board in the year March 2009.

## Computer Exposure

* + Working on TALLY since 2017.
  + FAS (ORACLE Base System) in detail
  + Extensive experience with Microsoft Office (Specially in MS Excel)

## Personal Vitae

Date of Birth : 23rd April 1993.

Nationality : Indian

Gender : Male

Marital status : Married

Language Known : English, Marathi & Hindi

***Declaration:***

I hereby declare that the above-furnished details are true to the best of my knowledge and belief. Date: / /2020.

Place: Mumbai Abhishek Rade.