**VISHAL SURYAKANT TIRLOTKAR**

 vishaltirlotkar8960@gmail.com | +91-8412870462

VIRAR

**SUMMARY**

An Enthusiastic and Highly Motivated Professional having B.COM in Commerce and 4 Year Experience in Accounting Field.

**CAREER OBJECTIVE**

 I would like to take up a challenging career in the field of Accounting and Finance. I wish to work in an environment that explore current technologies and utilize, challenge and advance my talents to best potential.

**Work Experience:**

 **1) SUSHRUT HOSPITAL AND RESEARCH CENTRE**

 Department - Finance

 Designation - Sr. Co ordinator Accounts

 Period - July 2019 to till Working..

 **2) EXPERTS SOLUTIONS**

 Designation - Accountant

 Period - Oct 2018 to July 2019

Role & Responsibilities

* Preparation of E way Bill.
* In Tally Entries Booking of payment, receipt collection & journal voucher
* Reconciliation of Bank Statement at the end of month.
* Vendor Payment And Control on cheque Payment.
* Cashless Claim Patient Deposit Refund
* Cashless TPA Caim Settlement and Outstanding Follow Up
* Banking Process for Payment.
* Petty Cash Withdrawal and Disbursement
* GST Enrty and knowledge of TDS Working, PF Working.

**EDUCATION**

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| Course | College / School | University / Board | Year of Passing  | Grade /Class |
|  B.COM | Aabasaheb Marathe Arts, Science and New Commerce College,Hativale | Mumbai University |  2018 |  77% |
|  H.S.C - Commerce | Navjeevan High school & Junior College, Rajapur | Konkan |  2015 |  81. 69% |
|  S.S.C  | S.S.M Madhyamik Vidhyalay Taral. | Konkan |  2013 |  81.80% |

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**CERTIFICATIONS**

* CTDEO Computer Typing in English and Marathi 2013
* DIPLOMA IN ADVANCE ACCOUNTING TALLY ERP 9.0 2018
* DIPLOMA IN MS-OFFICE WITH ADVANCE EXCEL 2018

**SKILLS AND STRENGTHS:**

* Good grasping power and eagerness to learn.
* Proficiency in communication skills.
* Experience of working in groups has increased my capability of team work and has helped me to develop coordination skills.
* Self motivation and passion to succeed.

**Personal Details:**

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| Date of Birth | 12/04/1997 |
| Marital Status | Married. |
| Address | A-28,Aai Baba Nagar Chawl Phase 2, Manvelpada Virar East. |
| Hobbies | Playing Cricket and Trevelling. |
| Languages Known | English, Hindi, and Marathi. |
| Nationality | Indian |

**DECLARATION**

 I HERE BY DECLARE THAT THE ABOVE STATEMENT GIVEN BY ME ARE TRUE AND ARE BEST TO MY KNOWLEDGE.

PLACE: VIRAR

DATE: .

 VISHAL SURYAKANT TIRLOTKAR