**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% | |

**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