

To,

The Respected Sir,

Dear Sir,

Sub: - Application for the Post of an Accountant & Finance

With reference to the above please find attached here with my Resume for your ready reference

I wait to receive a favourable reply

With regards,

JEEVAN GOVIND MHATRE

Permanent Add:

At-post- poyanje

Tal -Panvel

Dist.- Raigad

Pin cod-410222

Mail ID: - jeevanmhatre32@gmail.com

Ph. no 8169816286, 9167428083

CAREER OBJECTIVE:

To build a successful career with a professionally managed company offering an environment that will challenge my intellect & nurture my creativity for personal and organizational growth.

EXPERIENCE:

Previous working with "J M Mhatre Infra Pvt Ltd", since Jan 2015 as purchase Accountant. 9 years 4 month. Head Office at Panvel -Raigad.

Work with " , • Worked under MBA SUMMER INTERSHIP HINDUSTAN INSECTICIDES LTD. As Executive 2 Months.

Job Profile:

- 1) Invoice booking entries in Tally & make a payment voucher -Bank, Rxil, Oxyzo Finance
- 2) GST reconciliation - missing in pr, missing in 2B follow up
- 3) Updating outstanding payment list in Excel
- 4) Quarterly basis ledger confirmation follows up & reconciliation
- 5) TDS working & reconciliation
- 6) verification and booking of purchases invoice related to store and spare

CURRENT WORKING WITH “AUTOMOTIVE MANUFACTURE PVT LTD”. SINCE APRIL 2024 AS ACCOUNT DEPT. JOB DESCRIPTION - CASHER. BRANCH PANVEL-PALASPE OFFICE.

JOB PROFILE.

- 1) Handling petty cash & cash payment collection.
- 2) Purchase Invoice Booking in Tally
- 3) Sales, Warranty, STO, STI, Ashok ley purchase Data Import in SAP & Export in Tally
- 4) Sundry Debtors Payment cash/Bank Update Daily basis in Tally

Educational Qualification:

Programme : Master of Management Studies (MMS-MBA)
Specialization : Finance
Board : Mumbai
Institute : Yadavrao Tasgaonkar School of Business Management

I Year	
I Sem Grade	: B, SGPA4.85
II Sem Grade	: B, SGPA4.95
II Year	
III Sem Grade	: B Grade
PROJECT NAME	: Cost of Production of Products
IV Sem Grade	: B Grade
PROJECT NAME	: Derivative of Market, Ratio Analysis (finance)
• B.com Board	: Mumbai
Grade	: Passed
Year of Passing	: Feb2011-2012
• HSC Board	: Mumbai
Grade	: Passed
Year of Passing	: Feb2008-2009
• SSC Board	: Mumbai
Grade	: Passed
Year of Passing	: March2006-2007
Tally Erp 9 (Prime)	

PERSONAL DETAILS

Full Name	: Jeevan Govind Mhatre
Date of Birth	: 25May1992
Mob No	: 8169816286/9167428083
Marital status	: Married
Language Known	: English, Marathi, Hindi
Mother Tongue	: Marathi
HOBBIES	: Reading
CURRENTCTC	: Rs.30,000/-p. m
Notice Period	: 1Month Notice

I hereby confirm that the above information is absolutely correct to the best of my knowledge and belief.

Date:

Yours Faithfully

Place: Mumbai

(Jeevan Mhatre)