

RUSHIKESH VIKAS WALHEKAR
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9075797229

Hobbies and Interest:

Interest in Bick Ride & Travelling

Permanent Address:

AP. Loni Bhapakar, **Baramati**,
PUNE MAHARASHTRA - 413102

Personal Details:

Date of Birth: 19 Jan 2002.

Age: 25 Years

Sex: Male

Marital Status: Unmarried

Nationality: Indian.

Languages Known:
English, Hindi & Marathi

Career Objective

Accurate & detail – oriented accounting graduate with a passion for numbers. Proven ability to work independently & as part of a team. Seeking an entry – level accounting position where I can utilize my skills & knowledge to contribute to the success of a company.

Core Competency

- Good Communication skills.
- Hard working & willing to learn new things.
- Result-orientated attitude.
- Ability to commit & fulfill it.

Software Proficiency/ Skills

- Tally ERP 9
- Knowledge of MS-Office (Word, Excel, and PowerPoint)
- Sensys software working.
- Accounting & Bookkeeping.
- Income Tax Return.
- GST Return (GSTR1 & GSTR 3B)
- TDS Return.
- Financial statements expertise.
- Partnership accounting.
- Tax law understanding.
- Books of Account & GST Return Reconciliation.
- Calculating liabilities Under GST & Income Tax.
- File and database management.
- Online Banking or Offline Banking.
- Attendance Report & Salary Processing.
- Employee Hiring/joining process

Education Qualification

M.COM – Pass out the year 2024

B.COM – pass out the year 2022

H.S.C - Pass out the year 2019

S.S.C - Pass out the year 2017

Experience: (4.2 Yrs.)

- ❖ Completed 2 Years of Practical Training of CA course at EAZTAXBIZ INDIA PVT. LTD.
- ❖ Completed 1.5 Years at GOURAV INDUSTRIAL INFRA PVT LTD As a Sr Account Officer.
- ❖ Currently Working at RAINTREE COMPUTING PVT LTD for the Last 7 Month as a HR & AC Officer.

❖ **Job Responsibilities:**

Taxation (GST, TDS, INCOME TAX , ESIC , EPF).

- 1) Vendor Payment through Online Banking or Offline Banking.
- 2) Filling of GST Returns (GSTR- 1, Reconciliation of GSTR2A (ITC), Filing GSTR 3B).
- 3) Reconciliation of Electronic Cash Ledger & Credit Ledger with Accounts.
- 4) All accounting Entries Under GST.
- 5) Monthly Party Wise TDS Working In Tally & Excel.
- 6) Preparation of Challans and Processing of Payments for TDS, GST, ESIC, and EPF.

❖ **Accounts Related:**

- 1) Tally of Cash And Bank books.
- 2) Reconciliation of Parties Debtors & Creditors.
- 3) Day to Day Accounting & Accounts finalization.
- 4) Managed Material Stock, Asset Tracking, and Inventory Records.
- 5) Handled Banking Operations, including NEFT, RTGS, CMP, Cheque, OD, FD, and Loan Accounts.
- 6) Managed Sales, Purchase, Purchase Orders, Delivery Challans, Proforma Invoice, Material/Service Inquiries, Quotations.

❖ **HR Related:**

- 1) Managed daily attendance, leave, OD, and employee attendance records.
- 2) Maintained Employee Gate Pass Records and Generated Reports.
- 3) Maintained Monthly Attendance and Leave Records for Payroll Processing.
- 4) Handled Employee Hiring, Offer Documentation, and Joining Activities.
- 5) Scheduled and Coordinated Candidate Interviews.
- 6) Preparation of TDS, ESIC & EPF Challans.
- 7) ESIC new employee Registration.

❖ **Declaration:**

Hereby declare that all details furnished above are true to the best of my knowledge.

Place :-

Date:-

Yours Faithfully,
(Rushikesh walhekar)