

**MAHESHKUMAR TILAKRAJ RAJPUT**

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### **CAREER OBJECTIVES**

To build my carrier in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my Accounts skills and experience in such a way to add more value to the organization and to learn more about Accounts and Finance.

### **AREA OF EXPERTISE**

<b>BUDGETING &amp; FORECASTING</b>	<b>GENERAL ACCOUNTING</b>	<b>ACCOUNT RECEIVABLES</b>
<b>ACCOUNT RECONCILIATION</b>	<b>ACCOUNT PAYABLES</b>	<b>FINANCIAL REPORTING</b>
<b>G.S.T.</b>	<b>T.D.S.</b>	<b>AUDITING</b>

### **WORK EXPERIENCE**

#### **Sr. Account Executive**

#### **Nirmal Seeds Private Limited**

**August'2011 to July'2014 & May'2015 to February'2021, Dec'22 to till date**

- Supported business by assisting with finance processes such as inventory closing, Invoicing and reviewing and verifying vendor and customer statements
- Assisting to prepare budgeting and forecasting
- Participating in Production Planning, Arrangements, Executions.
- Inter-department coordination for task decision making.
- Production Plant Accounting like- Job work, labour contractor, daily production, licensing, transportation etc..
- Active Participation in preparing seed procurement policies, Legal agreements, payments etc...
- General Ledger Accounting (Transportation, Repair & Maintenance, Staff Reimbursement, Other Establishment Expenses.)
- sData preparation, payments and filing of TDS returns
- Preparing MIS Reports
- Branch accounting and coordination for management reporting
- Maintaining Fixed Asset Register
- E- Invoicing, Preparation of E-way bills
- Assisting in account finalization and Preparing P&L account, Balance Sheet, Tax Audit
- Assisting in data preparation of Income Tax Scrutiny

#### **Accountant**

#### **Amity International School**

**Apr'2022 to Nov'22**

- Maintain books of account
- Verifying & Posting Student Fees Entries.
- Interactions with parents on various official works
- Maintain of cash & bank books and bank reconciliation
- Assisting in account finalization and Preparing P&L account, Balance Sheet

**Accountant****Kunskapsskolan International****School Sep'2021 – Apr'2022**

- Manage accounting activities to ensure compliance with accounting principles, policies.
- Handling day to day accounting work like, voucher entries, Journal entries, Bank entries, Purchase entries, cash entries, fees entries etc
- BRS
- Data preparation, payments & filing of TDS returns
- Verify vendor accounts by reconciling monthly statements and associated transactions
- Ensuring that the external & internal audit requirements.
- Preparation of Form 15CB & 15CA
- Verification of Daily expenses of Overseas account and reporting
- Maintain & Ensure students fees in various accounting software's with periodical reconciliation
- Assisting to prepare MIS reports
- Assisting in account finalization and Preparing P&L account, Balance Sheet

**Account Executive****Krishi Vikas Sahakari Samiti Limited.****February'2021 to September'2021**

- Maintaining books of account on Tally Primes
- General Ledger accounting and reporting
- Accounting related to government subsidy on farmer accounts
- Verification of labour bills, transportation bills & other plant related expenses and payment
- Monthly tax computation & reconciliation of Tax Returns (T.D.S., GSTR1, 3B, 2A)
- Monthly payments & Quarterly return filling of T.D.S. and periodical reconciliation.
- Preparing Balance Sheet, P&L, Tax Audit reports
- Conducting internal audit
- Collecting & Preparing Data for Income Tax Assessments
- Coordination with clients for various requirements of data for compliance
- E-Invoice & E-Way Bills Preparations
- Periodical Bank Reconciliation

**Educational Qualifications:**

Exam	Board	Year of Passing	Class
S.S.C.	Nasik Board	March 1999	First Class
H.S.C.	Nasik Board	Feb 2001	First Class
B.Com	N.M.U. Jalgaon	Nov 06	Second Class

**Technical Skills:**

- Good hands-on Windows XP, 7, 10 operating systems.
- Expert's hands on MS-Office, Tally ERP, Tally Prime, Seed flow (ERP), Traces, Web-e-TDS TCS\_ION

**Personal Skills:**

- Excellent interpersonal & communication skills
- High energy, self-motivated approach – Able to work long within tight deadlines
- Strong team player, Hard working
- Fast learner, willing to accept responsibilities & take initiatives

**Personal Details:**

- D.O.B: 3<sup>th</sup> April 1984
- Interested in Music, Sports
- Marital Status: Married
- Language Known: English, Hindi, Punjabi, Marathi.

**Residing Address :**

S-15, Second Floor, Block -S,  
Near New Holy Public School, Vijay Vihar  
Uttam Nagar, New Delhi-110059

**Reference:**

Mr. Rakeshkumar - +91-9871166309  
Mrs. Shalini - +91-8999097844

**Declaration**

I hereby declare that the above information provided is true at best of knowledge.

**Mahesh Kumar T Rajput**