

# **RESUME**

**Mr. AMOGH ARUN GUJARATHI.**

**Address:** Flat No.201, 'A' Wing,  
1273, Sadashiv peth, Bajirao Road, Nr.  
Nava Vishnu Chowk, Pune-411030.  
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## **CAREER OBJECTIVE:-**

To take on challenging assignments in a corporate environment; achieve professional excellence & career growth through innovation, initiative and commitment.

## **Profile Summary:**

- Documentation handling, keeping track records of documents with. Strong PC Operating skills.
- Promoting better decision making to optimize the benefit from process and system improvements.
- Committed, honest and flexible professional with excellent communication and time management skills.

## **Professional Experience:-**

### **RAMRAJYA SAHAKARI BANK LIMITED.PUNE**

**Trainee Clerk** : (April 2017 to March 2019)  
**Clerk** : (April 2019 to Nov 2022)  
**Prob.Jr Officer** : (Nov 2022 to July 2023)  
**Jr Officer** : (Aug 2023 to till Date)

## **Profile:-**

### **Work in CBS Sarvatra Software:-**

- Reviewing accounting records and verifying all financial transactions of the bank.
- Performing internal audits and presenting report for the management.
- Preparation of Book keeping and Accounts.
- Preparation and Finalization of Accounts.
- Finalization and Reconciliation of principal account.
- Reconciliation of Banks.
- Preparation of TDS Payments & Return.
- Preparation of GST Return.
- Preparation of Audit & Income Tax related work.
- Assisted in Tax Audit, Branch & Central Statutory Audit & Post Audit Compliances.
- XBRL preparation & related compliances.
- Audit of customer account opening with bank & Compilation of Banking Norms.
- Co-ordinate with bank branches on day to day basis.
- Maintaining CTS Clearing.
- Treasury working.

## **CA S.S. KARACHIWALA & CO**

**Account & Audit Assisstant:** (September 2015 to April 2017)

**Profile:-**

- Reviewing accounting records and verifying all financial transactions of the bank.
- Performing internal audits and presenting report for the management.
- Preparation of Book keeping and Accounts.
- Preparation and Finalization of Accounts.
- Finalization and Reconciliation of principal account.
- Reconciliation of Bank.
- Preparation of TDS Return.
- Preparation of Income Tax related work.

## **SERCO BPO LTD**

**Operation & Executive:** (May 2015 to August 2015)

**Job Responsibilities in FIAT India Automobiles Pvt Ltd (Ranjangaon MIDC):**

**Profile:-**

- Preparation of period wise Sales, Purchase statement having as details of MVAT & CST TIN Numbers.
- Online application on Sales Tax web site for 'C' Form.
- Reconciliation for application of Form 'C' with vendors statement..
- Follow-ups for collection of 'C' Forms & keeping track records with various registers.

## **KIRTANE & PANDIT CHARTERED ACCOUNTANTS [KPCA]**

**Account Assistant: (March 2014 to May 2015)**

**Accounts:**

**Job Responsibilities in Indus Towers Ltd:**

- Excellent PC skills by using Excel and preparing various MIS Statements related to Property Tax
- Interdepartmental Coordination and Collaboration
- Preparing various kinds of Reports relating to, Property Tax Calculations,
- Keeping track of General Accounting Procedures in the company.
- Maintaining excellent Physical Records, files and keeping track of it.
- Reconciliation of various statements related to Payments with Government Authority, Bank etc.
- Support to Finance.

## IDBI INTECH

(Global Innovosource Solutions Pvt Ltd)  
Back Office Associates at IDBI: (November 2012 to March 2014)

### **Profile:-**

#### **Work in Finacle Software:-**

- Opening customer various account i.e. Saving Bank, Current Account, various time deposit.
- Verifying customer account opening forms & KYC procedure.
- Maintaining records & updating of customer KYC procedure.
- Issuing cheque book, debit card & net banking facility.
- Audit of customer account opening with bank & Compilation of Banking Norms.
- Co-ordinate with bank branches on day to day basis.
- Maintaining excellent Physical Records, files and keeping track of it.

## CA RAJENDRA GUJARATHI [C.A. FIRM]

**Account & Audit Assisstant (Parttime) :** (March 2007 to March 2010)

**Account & Audit Assisstant (Full Time) :** (April 2010 to November 2012)

### **Profile:-**

- Reviewing accounting records and verifying all financial transactions of the bank.
- Performing internal audits and presenting report for the management.
- Preparation of Book keeping and Accounts.
- Preparation and Finalization of Accounts.
- Finalization and Reconciliation of principal account.
- Reconciliation of Bank.
- Preparation of TDS Return & Payments.
- Preparation of Income Tax related work.
- Preparation of Service Tax Return.
- Preparation of Sales Tax related work & Return.

## **EDUCATION:-**

Qualification	College/Institute	Year of Passing	Class Obtained
D.T.L.	Naralkar ICDAR Pune University	October 2012	Second Class
B.COM.	M.M.C.C. Pune Pune University	March 2010	Second Class
H.S.C.	M.M.C.C. Pune Maharashtra Board	March 2007	Pass Class
S.S.C.	M.E.S.Bhave High School Pune Maharashtra Board	March 2005	Second Class

### **Computer Profeciency:-**

- Working in MS Excel, MS Word effectively.
- Ability to quickly adapt new software & willingness to learn & understand application.

### **ADDITIONAL SKILLS:-**

- Systematic, professional & problem solving approach to ensure highly efficiently solutions and timely deliverable.
- Always result oriented & Goal Driven.
- Can work in high pressure situation & deadlines.
- Can work solely & adaptable in team as well
- Eveready to take initiative.

### **PERSONAL DETAILS:-**

- Date of Birth 21 September-1989
- Gender Male
- Languages English/Hindi/Marathi.
- E-mail [amoghgujarathi@gmail.com](mailto:amoghgujarathi@gmail.com)

***Yours Truly,***

***Amogh A. Gujarathi.***