

CURRICULAM VITAE

MURARKAR NARESH

Plot No. 1053, Asbestos Colony,
Jagadgirigutta, Kukatpally,
Hyderabad - 500037.

Mail ID: Nareshmurarkar@yahoo.com

Mobile No: 738692 2306

OBJECTIVE:

To pursue highly challenging career in Computerized & Manual Accounts, I apply my knowledge, acquire new skills and work closely with the team I was entrusted to work as a member of the team to contribute to the all round development of the organization with devotion, dedication and sincerity to the best of my knowledge and capacity.

EDUCATIONAL QUALIFICATIONS:

B.Com (General)	:	New Science College at Ameerpet Osmania University, Hyderabad 2013
Inter (C.E.C)	:	Babul Reddy Junior College at Eragadda 2009
SSC	:	10 th passed in 2007 from Oxford Grammar School, Jagadgirigutta, .

Technical Qualifications:

Typewriting	:	Typewriting Lower Grade Exams passed in English From SBTET / Hyderabad. 2010
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COMPUTER SKILLS	:	Conversant in Ms Office & Windows.& Exposure to various Accounting Packages viz Tally ERP 9 Accounting Software Internet & office Correspondence
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CAREER OBJECTIVE:

I want to gain Knowledge and Experience and to increase my opportunities with the growth of the Company.

Interpersonal skills:

- Patience
- Good oral communication skills.
- Can work for a long period
- Manage the stressed condition.
- Multitasking ability.

1. WORK EXPERIENCE

Worked as a paid Assistant at AV Raghunadha Rao Chartered Accountant office Khairthabadopp Hindi PracharaSabha Hyderabad – 500004 since May, 2014 to 31.05.2018

Key Responsibilities Handled

- Tally Accounting of approx 300 units (proprietors, firms, Pvt Ltd Companies handled
- Preparation & Finalization of Balance sheet Profit & Loss A/c , Receipts & Payments for Individual, firm, Proprietorship, Societies, & Companies
- Income Tax Filing of Individuals, Firm, Companies
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of submissions against notices received from the income-tax authorities during the Assessment and appeal proceedings
- Projecting tax liability and calculation of advance tax payable
- TDS compliance& TDS Filing
- Tax planning for various types of Assessses.

2. WORK EXPERIENCE

Working as Accountant in SAHAN Enterprises (Govt Tenders) from 01.06.2018 as on date.

- Tally Accounting.
- Voucher Posting
- Vendors and Debtors Reconciliation
- Bank Reconciliation
- Reports Generation
- GST Filing
- Trail Balance, Profit & Loss A/c preparation
- Projecting tax liability and calculation of advance tax payable
- TDS compliance& TDS Filing

PERSONAL PROFILE

Name : MurarkarNaresh

Father's Name : M. Shankar

Date of Birth : 26-12-1991.

Marital Status : Married

Nationality : Indian.

Religion : Hindu.

Languages Known : English, Telugu & Hindi.

Date:

Place: Hyderabad.(MurarkarNaresh)