**NEERAJ KHANWILKAR**

165 shriApartment Lokmanya Nagar.. Contact No. 7611163304

Indore (MP) Email- neerajkhanwilkar@yahoo.com

**Objective:**

[To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.](https://www.greatsampleresume.com/resume-objectives/accounting-resume-objectives/able-to-contribute-my-skill-knowledge-and-experience/)

**Work Experience:**

**Job Tenure :** Dec 2016 till date

**Company :** Indocore Engineering Corporation

**Designation :** Account Manager

**Job Tenure :** Sep 2015 to June 2016

**Company :** Getit Grocery Pvt Ltd.

**Designation :** Account Executive

**Job Tenure :** Oct 2014 to Aug 2015

**Company :** CA Amit Kotwani & Associates

**Designation :** Account Officer

**Job Tenure :** Feb 2007 to Dec 2013

**Company :** CA Abhishek Gang And Company

**Designation :** Account Officer

**Educational Qualifications**:

* 2013: Completed MBA from Bhoj University Bhopal (MP)
* 2003: Completed B.com from Jiwaji University, Gwalior (MP)
* 2000: Passed Class XII from Saraswati Shishu Mandir, Gwalior (MP)

**Assignments handled:**

* Internal and Concurrent audit of Depository Participants (DP) of Madhya Pradesh Stock Exchange, Indore.
* Internal audit of (Barbeque Nation) Sayaji using ERP software.
* Stock audit of L&T Case Equipment, Central ware house, Indore.
* Stock audit of Perfetti Ven mel, ware house , Indore.
* Internal Audit of Yash Technology Pvt.Ltd.
* Handling accounting software tally ERP 9.
* Preparing Balance sheet related reports & Annexure.
* Maintaining Fixed Asset Register and depreciation calculations
* Coordinating with internal.
* Monthly TDS calculations and Service tax calculation and their deposition
* Monthly Review of all Trial balances and ensuring accounts mapping guidelines of the company.
* Filling VAT Returns on quarterly basis.
* Engaged in bank reconciliation and intercompany reconciliation.
* Purchase bill checked & journal voucher & payment voucher checking.
* Cash & petty cash maintenance & handling
* Downloads C Foam & form 49.

**Proffesioanl Certification:**

* Certificate in Tally from Madhav Rao Scindia Institute, Gwalior.
* Diploma In Computer Application from Madhav Rao Scindia Institute, Gwalior
* Certificate from CDSL for Internal audit of Madhya Pradesh Stock Exchange
* Pursuing in financial and partcical Accounting from commerce Academy (Indore)

**IT Proficsiency:**

Software - MS Office

Accounting - Tally

Version-(4.5, 5.4, 6.3, 7.2, 8.1, tally 9ERP)

Busy Software

**Hobbies:**

* Playing Cricket and making friends

**Extra Curricular activities:**

* Participated in Cricket from Gwalior Division Cricket Association.
* Inter college cricket participation Maharani Laxmi Bai Colleg, Gwalior
* Believe in Smart and effective working.
* Possess good communication as well as presentation skills.

**Personal Details:**

Date of Birth : 11th Feb. 1981

Father’s Name : Late Shri Suresh Khanwilkar

Language Known : Hindi & English

Marital Status : Married

Sex : Male

Nationality : India

Date: Neeraj Khanwilkar

Place: Indore