

CURRICULUM VITAE

SWWAPNIL NAIK

Present Address

Al Mankhool, Dubai, United Arab Emirates

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OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

EXPERIENCE DETAILS

Datamatics Business Solutions Limited – Mumbai - May 2022 to August 2023 (1.3 Years)

Position – Accountant

- Preparation of Profit and loss account with detailed schedules of expenses
- Preparation of Balance Sheet
- Preparation and finalisation of year end accounts of small & micro entities according to UK FRS 102 & 105
- Review of draft and checking with notes
- Preparing and providing timesheet & Job status for weekly /monthly basis
- Software worked on - CCH, SAGE AP, IRIS, VT accounts production, Digita, XERO, Quickbooks

Vinod Maske & Associates – Mumbai -June 2018 to April 2022 (4.1 Years)

Position – Accounts Assistant

- Bookkeeping and accounting in Tally ERP 9
- Performing Statutory audit, tax audit, accounts finalisation and filing tax audit returns
- Preparation computation and filing GST Returns. Preparing GST Reconciliation on monthly basis
- Filing TDS returns
- Finalisation of accounts

- Preparation and filing of income tax returns for individuals and small/mid-sized companies
- Performing internal audit for small and mid-sized companies/firms
- Trained and mentored junior team members on procedures and software

EDUCATIONAL QUALIFICATION

- **2013 Maharashtra State Board**
S.S.C
- **2015 Maharashtra State Board**
H.S.C
- **2018 University of Mumbai**
Bachelor of Commerce
- **2020 University of Mumbai**
Master of Commerce (Accountancy)

SKILLS

- Tally ERP 9
- SAP FICO S/4 HANA
- MS Office - Excel, Word

STRENGTHS

- Responsible to meet commitments
- Sincere and hardworking
- Ability to adapt any work environment
- Flexibility
- Teamwork

PERSONAL DETAILS

Date of birth : 26th June 1997
Marital status : Unmarried
Nationality : Indian
Languages Known : English, Hindi, Marathi
Hobbies : Cricket & Travelling