

# Curriculum Vitae

**KUNAL VIJAY KOLI**

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**E-mail: kunalkoli1995@gmail.com**

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## **Career Objective:**

To work in an environment, this will help in my professional growth. Moreover where I can enhance my skills & potentials to the optimum & export them for the individual as well as for the organization.

## **Technical Skills:**

### **Software Proficiency:**

- Basic, Tally ERP 9
- MS-OFFICE
- Clear Tax

## **Work Experience:**

### **1) George Philips Medical Engineering Private Limited.**

Duration: From August 2019 to till date **(2 Years 2 Months)**.

**Position- Sr. Accounts Executive**

**(Current CTC – 17,500)**

#### **Responsibility:**

- Accounting.
- Day to Day accounting entries in Tally ERP (PI & Tax Invoice, Purchase Invoices, Journal Vouchers, Receipt & Payment, Cash & Contra)
- Bank Reconciliation
- Preparing Working & Filling GST Returns (Monthly & Annually).
- Making Payment & Filing return for TDS, Professional tax.
- Salary Calculation and Distribution to Workers as per Salary Sheet.
- Knowledge of Online payment transfer like RTGS, NEFT
- Coordinate with Client & Follow-up with Clients for Bills and other issued.

### **2) RAKCHAMPS AND CO. LLP ( CA Firm )**

Duration: From May 2017 to June 2019 **(2 Years 2 Months)**.

**Position - Accounts Executive.**

#### **Responsibility:**

- Accounting of sales and purchased entries.
- Bank Reconciliation
- Data analysis
- Day to Day accounting entries in Tally ERP (Journal Vouchers, Payment, Cash & Contra)
- Handling petty cash, Attendance register
- Knowledge of Online payment transfer like RTGS, NEFT
- Generating Challan & Filling GST Return on Pan India based.
- Making Payment & Filing return for Income tax, TDS.

- Coordinate with Client & Follow-up with Clients for Bills and other issued.

#### **Qualification:**

EXAMINATION	INSTITUTE / UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.COM PART- II	Mumbai University	May 2018-19	PASS
M.COM PART- I	Mumbai University	May 2017-18	PASS
B.COM	Mumbai University	March 2016-17	70.46%
H.S.C	Mumbai University	Feb 2012-13	59.17%
S.S.C	Mumbai University	March 2010-11	76.18%

#### **Personal Details:**

**Name** : Kunal Vijay Koli  
**Father's name** : Vijay Koli  
**Address** : Manori Koliwada, Deval Galli,  
Marve Road, Kharodi  
Malad (West) Mumbai– 400 095  
**Birth Date** : 20<sup>th</sup> April 1995  
**Sex** : Male  
**Marital Status** : Unmarried.  
**Religion** : Hindu  
**Nationality** : Indian.  
**Languages known** : English, Hindi, Marathi.  
**Hobbies** : Reading Books, Playing Football, Music, Social Media.

#### **Strengths:**

- Able to work independently with minimum supervision.
- Ability to adapt and work as a team.
- Curious to learn new things.
- Hard working.
- Excellent interpersonal skills with people from all levels of corporate management.

***This Information furnished above is correct and true to the best of my knowledge***

**DATE: -**

**(KUNAL V. KOLI)**