



## **Ritesh Zaveri**

Mobile No: 9920766356

E-mail Id: riteshzaveri3@gmail.com

### **OBJECTIVE: -**

"Results-driven accounting and taxation expert with 15+ years of experience. Trusted for my meticulous attention to detail, unwavering loyalty, and collaborative approach. Let's drive business growth together."

### **EDUCATIONAL QUALIFICATION: -**

<b>EXAMINATION</b>	<b>UNIVERSITY</b>	<b>INSTITUTE</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE</b>
B. Com	Mumbai University	Pragati Collage of Arts and Commerce	2009	70.00%
H. S. C.	Mumbai University	Pragati Collage of Arts and Commerce	2006	70.17%
S. S. C.	Maharashtra Board	K. B. Vira High School	2004	62.80%

### **OTHER QUALIFICATION: -**

- ✦ Knowledge of MS Office, Tally 5.4 & 7.2, Tally ERP 9.0, Tally Prime
- ✦ Successful completion of GSTP Certification Course
- ✦ Successful completion of NCFM exam from NSE.
- ✦ Knowledge of Visual FAS and SAP.
- ✦ Knowledge of e Time Tracklite Attendance Software.
- ✦ Knowledge of Calculation of Wages payable to workers.
- ✦ Compatible with Internet.

## **WORK EXPERINCE**

1. Amniveyo Design: - (Manufacturing Cum Merchant Exporter of Female Wedding Dress & Other Products):- Lower Parel: - DT 22.07.2023 TO DT 15.03.2026

Job Description: -

- ✦ All types of Data Entry Done in Tally ERP 9 & Latest Prime System checking: -Purchase, Sales, Debit Note, Credit Note, Expenses, Contra, Journal, Receipt, Payment.
- ✦ Bank Reconciliation
- ✦ T.D.S. Calculation & Working sheet preparing
- ✦ Export Sales Documentations.
- ✦ Export Sales Lodgment in banking site.
- ✦ Foreign Inward Remittance Settlement.
- ✦ GSTR 1 Sale Register Preparation
- ✦ Voucher Approval & Auditing
- ✦ Net Banking View Rights for Payment received
- ✦ GSTR 2 reconcile with 2B
- ✦ Sundry Debtors reconcile With Tally
- ✦ MIS Report
- ✦ Email Drafting
- ✦ Auditing work with Statutory Auditor As well as Internal Auditor
- ✦ Ledger Scrutiny
- ✦ E Way Bill Preparation

2. Goldwin Medicare Limited: - (Manufacturing in Medicines & Surgical Equipment's) Mahim, Palghar: - DT 21.05.2023 TO DT 21.07.2023

Job Description: - (Freelancer)

- ✦ All types of Data Entry Done by Factory in Tally ERP 9 & Latest Prime System checking: - Purchase, Sales, Debit Note, Credit Note, Expenses, Contra, Journal, Receipt, Payment.
- ✦ Bank Reconciliation
- ✦ T.D.S. Calculation & Working sheet preparing
- ✦ PF, ESIC, PT Challans payment
- ✦ GSTR 1 Sale Register Preparation
- ✦ Voucher Approval & Auditing
- ✦ Net Banking View Rights for Payment received
- ✦ GSTR 2 reconcile with 2B
- ✦ Sundry Debtors reconcile With Tally
- ✦ MIS Report
- ✦ Email Drafting
- ✦ Auditing work with Statutory Auditor As well as Internal Auditor
- ✦ Ledger Scrutiny
- ✦ E Way Bill Preparation

3. Jade by Monica & Karishma (Female Retail Cloths Outlet and Manufacturing Unit)  
Chinchpokali, Mumbai: - DT 22.02.2021 to DT19.10.2021

Job Description: -

- ✦ All types of Data Entry Done in Tally ERP 9 & Latest Prime: - Purchase, Sales, Debit Note Credit Note, Expenses, Contra, Journal, Receipt, Payment.
- ✦ Bank Reconciliation
- ✦ GSTR 1 Sale Register Preparation Location wise
- ✦ Voucher Approval & Auditing
- ✦ Foreign Remittances Application Form 15CA – 15CB
- ✦ Net Banking View Rights for Payment received
- ✦ Manufacturing as well as Branch Accounting
- ✦ GSTR 2 reconcile with 2B
- ✦ Sundry Debtors reconcile With Tally & Zoho Software ✦ MIS Report
- ✦ Email Drafting
- ✦ Auditing work with Statutory Auditor As well as Internal Auditor
- ✦ Ledger Scrutiny
- ✦ E Way Bill Preparation

4. M/s. Naina's Apparel Pvt. Ltd. (Export Female Garments Industry)  
Turbhe, Navi Mumbai: - DT 17.04.2013 to DT 30.04.2020

Job Description: -

- ✦ Preparation of Bank Reconciliation on daily basis.
- ✦ Preparation GST working sheets.
- ✦ Preparation of Debtors & Creditors statement on weekly basis.
- ✦ Preparation of TDS status and audit status.
- ✦ Day to Day Accounting Transaction Entries in ERP 9 and Visual FAS.
- ✦ Preparation of Debtors Reconciliation.
- ✦ Handling Petty Cash of the company.
- ✦ Preparation of Stock Statement.
- ✦ Preparation of Local Sale Tax Invoices, E way Bill, Marine Insurance Certificate for local sales.
- ✦ Preparations of Fixed Assets register of the company.
- ✦ Preparation of Salary sheets & wages sheets. ✦ Calculating of P.F. and E.S.I.C. Challans as well as Returns. ✦ Handling Compliance Audit Process for Foreign Buyers.
- ✦ Proper knowledge of Net banking services. I.e. Neft, Rtgs, Tpt etc.
- ✦ Preparation of machinery maintenance sheet and follow up with technical engineer for servicing and AMC records.
- ✦ Proper email communication with clients and suppliers.

5. M/s. Lakhani & Lakhani (C.A. Partnership Firm): -  
Mulund, Mumbai: - DT. 01.04.2010 to DT. 16.04.2013

Job Description: -

- ✦ Complete Data entry of Sole Proprietorship, Partnership Firm, L.L.P, Company Day to day, monthly as well as Quarterly as well as Semi Annually as well as Yearly closing, B.R.S., Challan Preparation and Payments, T.D.S. calculation and preparing working sheets and Challan payment.
- ✦ Preparing Tax Audit Report and Internal Audit Report
- ✦ Application of Income Tax Refund and follow up with Income Tax Officer
- ✦ Scrutiny Assessment Hearing follow up and preparing their documents.
- ✦ Petty Cash Voucher checking and approval for payments.
- ✦ Online Net banking facilities for online payment transfer as well as tax amount paid on behalf of our tax assessee.
- ✦ Salary Bulk sheet upload. ✦ Admin department related works.
- ✦ New / Correction of PAN & TAN.

6. Mr. Hitesh. P. Shah. (C.A. Office): -  
Mulund, Mumbai: - DT. 01.05.2008 to DT 31.01.2009

Job Description: -

- ✦ Complete Data entry of Sole Proprietorship, Partnership Firm, L.L.P, Company Day to day, monthly as well as Quarterly as well as Semi Annually as well as Yearly closing, B.R.S., Challan Preparation and Payments, T.D.S. calculation and preparing working sheets and challan payment.
- ✦ Preparing Tax Audit Report and Internal Audit Report
- ✦ Application of Income Tax Refund and follow up with Income Tax Officer
- ✦ Scrutiny Assessment Hearing follow up and preparing their documents.
- ✦ New / Correction of PAN & TAN.

7. Ajay K Shah (Tax consultant office): -

Dombivli, Thane: - DT. 01.08.2007 to DT. 31.01.2008

Job Description: -

- ✦ Complete Data entry of Sole Proprietorship, Partnership Firm, L.L.P, Company Day to day, monthly as well as Quarterly as well as Semi Annually as well as Yearly closing, B.R.S., Challan Preparation and Payments, T.D.S. calculation and preparing working sheets and Challan payment.
- ✦ Application of Income Tax Refund and follow up with Income Tax Officer
- ✦ Scrutiny Assessment Hearing follow up and preparing their documents.
- ✦ New / Correction of PAN & TAN.

## **HOBBIES**

Traveling, Reading, Dancing, Listening Music, Instrument playing.

## **PERSONAL DETAILS**

Name : Ritesh Rajesh Zaveri

Address : D-115, 1<sup>st</sup> Floor, Sahakar Villa C H SL, S  
V Road, Next to Simplex Khushaangan,  
Malad (West), Mumbai – 400 064.

Mobile no : 9920766356

E-mail id : riteshzaveri3@gmail.com

Date of Birth : 09/11/1988

Marital status : Married

Nationality : Indian

Caste : Jain

Languages known : English, Gujarati, Marathi, Hindi