



Varun Naik

Email: varun14796@gmail.com

Location : Andheri (Mumbai)

Mobile No.: 97697 46905

DOB: 14.07.1996

CAREER OBJECTIVE :

To associate myself with a reputable organization which provides good opportunities to learn, improve, implement and grow and where I can contribute to organizational success in dynamic finance or accounting role.

EDUCATIONAL DETAILS :

Qualification	Year of Passing	Percentage	Institution
SSC	March 2012	74%	Maharashtra Board, St. Xavier's High School , Vile Parle West, Mumbai.
HSC	March 2014	74.77%	Maharashtra Board, Sathaye College, Vile Parle East , Mumbai
B.Com	April 2017	72%	Maharashtra Board, Sathaye College, Vile Parle East , Mumbai.
M.Com	April 2019	73.50%	C. L. Valia College of Commerce, Andheri West, Mumbai.

WORK EXPERIENCE :

1. Worked in a **Chartered Accountant Firm** for seven months from January 2024 to July 2024 :
 - Making entries in Tally
 - Auditing financial statements

2. Currently working as a **Finance Executive** in **Karamtara Engineering Ltd.** From September 2024 till date :

- Export bill lodgments and Realization request
- Processing export bill dispatch and non dispatch documents
- Prepare export bill value reduction letter
- Arranging export documents for submission to bank
- Self generate E-BRC on DGFT portal
- Prepare inward remittance and outward remittance request documents
- Arranging inward remittance settlement advice
- Franking domestic and import documents.
- Handling Export LC documentation
- Preparing Bill of Exchange
- Coordination with Banks for tracking foreign payment and daily / monthly collection.
- Entries in Tally 9.0 Prime

LANGUAGE PROFICIENCY :

- Marathi, Hindi, English and Konkani

INTERESTS :

- Swimming, Drawing, Travelling, Music and Sports

DECLARATION :

I declare that above stated information is true and I bear the responsibility of above particulars.

Place : Andheri – Mumbai

Date : _____

Sign: _____

RESUME

VARUN NAIK
(Mob) 91 9769746905
Email: jwalavarun@gmail.com

An enthusiastic and detail-oriented Mcom. Graduate in accountancy, eager to contribute to organizational success in a dynamic finance or accounting role.

EDUCATION:

Qualification	Year of Passing	Percentage	Institution
SSC	March 2012	74%	Maharashtra Board, St. Xavier's High School , Vile Parle West, Mumbai.
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Knowledge of :

Tally Prime & Auditing Books of Accounts

Work Experience:

3. Worked in a **Chartered Accountant Firm** for seven months from January 2024 to July 2024 :
 - ✓ Making entries in Tally
 - ✓ Auditing financial statements

4. Currently working as a **Finance Executive** in **Karamtara Engineering Ltd.** From September 2024 till date :
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- ✓ Coordination with Banks for tracking foreign payment and daily / monthly collection.
- ✓ Entries in Tally 9.0 Prime

Personal Details:

Date of Birth	14 th July 1996 at Mumbai
Languages known	Marathi, Hindi, English & Konkani

Hobbies	Swimming, Drawing, Travelling, Music, Sports -
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Place – Patel **House No. 12/6, 1st Gauthan Lane, Santacruz West, Mumbai – 400054.**

Date : _____

Sign : _____