

Akshay Vipinchandra Ugile
akshayvugile@gmail.com
9403866461

Objective:

Seeking challenging position in Procurement, Vendor Management and Contract management. To utilize the skills acquired to achieve the targets set by the Organization from time to time and to make a mark and excel in the field of Procurement and Supply chain management by using my capabilities, knowledge and expertise and to grow with the organization.

Professional Experience:

Firm Name: P R A S S & ASSOCIATES LLP
Duration: 01 Feb 2013 to 31 March 2020.

Job Profile: Senior Accounts Executive(Accounts and Taxation)

Role and Responsibilities:

- Responsible for entire accounting and finance functions including maintenance and finalization of books of accounts.
 - Interact with clients and collect their records for accounting on periodical basis.
 - Investigation reconciliation and substantiations of GL Account balances.
 - Account writing and book keeping of various clients.
 - GST Registration of various entities.
 - E-Filing of Income Tax Returns, TDS Returns and GST Returns.
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Related Skills:

- In depth knowledge of Accounting and Taxation.
- Tally ERP.
- Good communication with clients.
- Excellent Proficiency in MS Excel and Word.
- Reliable and punctual.
- Excellent in collaborative team work.

Educational Qualification:

- **M. Com:** SPPU, First Class with Distinction
- **B. Com:** BAMU, First Class
- **H.S.C.:** Maharashtra Board, secured 58%
- **S.S.C.:** Maharashtra Board, Secured 84%
- **SET:** September 2021

Akshay Vipinchandra Ugile
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9403866461

Personal information:

Local address: B2/32, Kendriya Vihar Society, Sector 4, Sant Nagar,
Moshi Pradhikaran, Pune

Permanent address: Flat no.101, om classic Apt, Padma nagar, Barshi Road,
Dist- Latur 413531.

Date of Birth: 20 June 1991.

Mobile No: 9403866461

Language known: English, Hindi & Marathi.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: Pune

(Akshay Vipinchandra Ugile)