



CONTACT

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SKILLS

Audit and legal compliance.



Goods & Service Tax.



Income Tax Return filling.



Bank Reconciliation.



Proficiency with computers and bookkeeping software, strong typing skills.



Ability to work in challenging environment with multiple responsibilities.



Manage petty cash transactions.



Accounts Payable.



Accounts Receivable.



Good Verbal and Written Communication Skills.



TRUSTWORTHY and can handle confidential and sensitive information.



Affan Aslam Karbelkar

OBJECTIVE

I am a perosnable professional with Bachelors degree in Commerce. I have more than 2 years experience in Finance ,Taxation & Auduting related work. I am well familiar with erp environment. Seeking challenging opportunities where I can fully use my skills for the success of the organization. A challenging position that will enable growth while utilizing my existing skills in Accounting.

EDUCATION

SSC	2017
Maharashtra State Board	
HSC	2019
Maharashtra State Board	
B.com	2022
Mumbai University	
DCA	2022
Ansh Foundation	

EXPERIENCE

Accountant.	2021 - 2023
Maloo Rathod & Co.	
Maloo Rathod & Co. is a full service chartered accountant firm and financial advisory firm in Mumbai, India with experience across sectors, geographics and sizes. It brings it's expertise and entergrity to the other business to help them to achieve the best outcomes in shortest time frame.	

PROFESSIONAL EXPERIENCE

Gst-Services, Tax, Income Tax, Financial Accounting, Project Report.

Booking of Vendor Invoices, Sales Invoives, Debit Notes, Credit Notes, Petty Cash & Journal Entries.

Responsible for all payments and deposits of the firm.

Prepare bank reconciliation statements.

Strong attention to detail and good analytical skills.

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Book keeping.

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Enthusiastic.

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Familiarity with basic accounting principles.

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Commitment to working efficiently and accurately.

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LANGUAGES

English.

Urdu.

Hindi.

Marathi.

- Handling day to day accounting transactions.
- Passing month end adjustment entries to close the month.
- Prepare profit & loss account & balance sheet.
- Handling annual audits of different schools, colleges, firms & trust.
- Testing documentation supporting account balances or classes of transactions.
- Observing the physical inventory count.
- Verifies assets and liabilities by comparing items to documentation.
- Confirming accounts receivable and other accounts with a third party.
- Preparing Income Tax Return and register online for filing Achievements and Recognitions.
- Performing Bank reconciliation on daily and monthly basis.
- Reconciling Banks posting entries if any discrepancies are the major tasks handled.
- Clearing of remitted receipts, Cash deposits, payments, Bank Transfers and other bank transactions.
- Preparing final report on the transactions available and pending that needs to be recorded.
- Coordinating with other processes to get the details of transactions.

ACCOUNTING TOOLS

Tally Erp 9

Tally Prime

DECLARATION

I consider myself familiar with accounting aspects. I am also confident of my ability to work in team.

I hereby declare that the information furnished above is true to the best of knowledge.