

Sunil Laxman Langarkande

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Contact No. 08892 414283

## Career Objective

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results. Seeking a position as an accountant where my experience and accounting skills will be further developed and utilized.

## Career Summary

- 7 years experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

## Personal Qualities

- Strong analytical and problem solving skills.
- Highly trustworthy, discreet and ethical.
- Excellent communication skills
- Good analytical skills
- Keen observer
- Trustworthy
- Smart working ability
- Multitasker

## Technical Skills

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally ERP 9.0
- Winman Tax & TDS software
- Internet Savvy

## Key Skill

- Good analytical and problem solving skills.
- Sound knowledge of handling accounting system.
- Excellent ability to sort, check, count and verify numbers.
- Strong ability to use an automated accounting system.
- Good organizational skills.

## Key Responsibilities Handled

- Bank Audit, Company Audit, Tax Audit, Vat Audit, & Auditing of Educational Institutions, Co-Op Society Audit.
- Maintaining daily records of clients, work assignment, petty cash book, data entry, working on ms-office.
- Preparing project reports.
- Visiting to departments on behalf of clients for their returns(income tax, professional tax, sales(vat)tax, service tax , goods & service tax, banks and clients offices)
- Finalise the day's balance, and prepare and print management reports
- Investigate and reconcile discrepancies when they occur.
- Complete accounting functions for classified transactions.
- Preparing and analyzing accounting records and financial statements reports.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Studying the reports given by auditors and CA and submitting them to the management
- Using accounting tools wherever necessary
- Handling ledger accounts and keeping the check for any invoices or payments
- Using automated accounting systems for data input and to obtain reports.
- Performing account analysis and account research.
- Processing accounting transactions.
- Maintaining records of payment information.
- Maintaining track record of company's expenses.
- Assisting in carrying out company's internal audit.
- GST registration and filling of GST Returns.

## Employer

- Working as an Account/ Audit Assistant in CA office, CA Sandeep S. Kajukar, "Ratnatraya" 1st Floor, 1<sup>st</sup> Cross, RK Marg, Hindwadi, Belgaum from 2013-present
- Working as an Assistant Accountant in Maratha Mandal's NGH Institute of Dental Sciences & Research Centre, Belgaum from 2014-present

## Academia

- Cleared CPT (CA Course)
- B.Com from Karnataka University Dharwad.

## Personal Details

**Date of Birth-** 01/06/1986

**Languages Known-** Hindi, English, Marathi, Kannada

**Hobbies-** Playing Cricket, Chess & Reading

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