

SAGAR SURESHBHAI MAHYAVANSHI

Room No.05, Tare House, Mori Road, Near Vitthal Mandir, Mahim (W), Mumbai – 400016

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Career Objective

Seeking an opportunity in a dynamic organization where I can utilize my accounting skills, financial expertise, and GST compliance knowledge to contribute to organizational growth while enhancing my professional career.

Professional Experience

Midmark India Pvt Ltd.

Accounts Executive | Oct 2023 – Present

- Recording and maintaining day-to-day accounting transactions, including Sales, Purchases, Expenses, Payments, and Receipts.
- Ensuring accurate input of invoices and cross-checking with GST portal data.
- Assisting in GST filing and compliance-related tasks.
- Preparing and verifying data for GSTR-1, GSTR-2A, and GSTR-2B reconciliation.
- Handled employees reimbursement processing and ensured timely settlements.
- Preparing Sales Invoices, E-way Bills, and E-invoices, and coordinating dispatch and delivery documentation.
- Bank Reconciliation and Vendor Reconciliation.
- Managing Petty Cash and preparing Cheques, RTGS/ NEFT forms, and payment vouchers.
- Managed GSTR-3B computation and TDS working, verifying accuracy of tax liabilities and statutory deductions.
- Performed weekly perpetual stock audit, identifying discrepancies and ensuring accurate inventory reporting.

HPC Enterprises Pvt Ltd.

Accounts Assistant | Aug 2020 – Oct 2023

- GSTR-2A & GSTR-2B Reconciliation, GSTR-3B working and TDS-related compliance.
- Recording and maintaining day-to-day accounting transactions, including Sales, Purchases, Expenses, Payments, and Receipts.
- Maintaining accounts payable/ receivable records and vendor reconciliation.
- Bank Reconciliation and assisting in financial audits.
- Managing Petty Cash and preparing Cheques.
- Handling Material Accounting and ensuring proper stock maintenance.
- Generating GRNs and conducting periodic stock verification.
- Manufacturing entries and Inventory updates in Tally.

Nikitaa Packaging Pvt Ltd.

Assistant Accountant | May 2019– Jul 2020

- Handled petty cash, purchase entries, and expense management.
- Generated Sales Invoices, E-invoices, e-waybills, and dispatch documents.
- Assisted in GST-related data preparation.
- Performed daily production entries including raw materials & packing materials issue, consumption and finished goods updates in Tally.
- Prepared Daily Production Report (DPR) by coordinating with the production department.
- Maintained store records, stock movement and dispatch-related entries.

Key Skills & Expertise

- **Accounting & Taxation:** GST Data Preparation (GSTR-1, 2B, 3B), TDS, Accounts Payable & Receivable, Bank & Vendor Reconciliation.
- **Software Proficiency:** Tally ERP9, Tally Prime, MS Excel, MS Word, Outlook.
- **Financial Documentation:** Cheque preparation, RTGS/ NEFT processing, Debit/ Credit Notes preparation.
- **Store & Inventory Handling:** Material Accounting, GRN, Stock Verification.

Educational Qualification

- **BCom**– Mumbai University| Year: 2017
- **HSC**– Mumbai University| Year: 2014
- **SSC**– Mumbai University | Year: 2012

Personal Information

- **Nationality:** Indian
- **Date of Birth:** 08/08/1996
- **Marital Status:** Unmarried
- **Languages Known:** English, Hindi, Gujarati, Marathi