

# TULSHIDAS C MAHADESHWAR

Accountant  
B. Com; Diploma in Tax Management

<b>OBJECTIVE</b>	Work with the best of my knowledge and abilities for the fulfillment of the job entrusted in time. Special interest to take challenging and responsible works. Known or unknown with high of Confidence and fulfil the matter at the entire satisfaction of management.
<b>AREA OF INTEREST</b>	<ul style="list-style-type: none"> <li>a) Routing Accounts works</li> <li>b) Scrutiny of Ledgers</li> <li>c) Finalization of Accounts</li> </ul>
<b>PROFILE SUMMARY</b>	<ul style="list-style-type: none"> <li>• Planning and executing annually closer of book of accounts.</li> <li>• Preparing and presenting weekly and monthly various management reports.</li> <li>• Skilled in handling Internal / Statutory audit assignment.</li> <li>• Assisting in various assessment of tax matter to CA / consultants.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<b>Assistant Manager – Accounts &amp; Finance at M/s. VELVIN PAPER PRODUCTS (Aug 2017 – May 2025)</b> <ul style="list-style-type: none"> <li>• Assisted in preparing monthly, quarterly, and annual financial reports</li> <li>• Supported tax audit processes and annual account closing</li> <li>• Prepared various MIS reports for management review meetings</li> <li>• Managed fixed assets register and ensured accurate monthly updates</li> <li>• Conducted balance confirmations for debtors, creditors, loans, and company accounts</li> <li>• Oversaw and monitored accounts and administrative tasks</li> <li>• Verified and accounted for purchase, sales, payments, and journal vouchers daily</li> <li>• Ensured accuracy in vendor billing as per purchase order terms</li> <li>• Checked accounting entries and scrutinized ledger accounts</li> <li>• Provided daily financial reports, bank balance status, and fund availability updates</li> <li>• Managed banking operations including vendor payments and fund transfers</li> <li>• Monitored advance payments and followed up on settlements</li> <li>• Handled monthly billing, revenue reports, debtor aging, and credit control</li> <li>• Supervised petty cash expenses and ensured budget compliance</li> <li>• Managed cash handling, banking activities, and general administration</li> <li>• Maintained correspondence with customers and vendors</li> <li>• Led and managed a team of 3-5 executives</li> <li>• Identified and recommended process improvements for better internal control</li> </ul>
<b>PREVIOUS EMPLOYERS</b>	<ul style="list-style-type: none"> <li>• <b>Junior Manager – Accounts, M/s. Nav Bharat Archive Xpress Pvt. Ltd.</b> (Jan 2008 – July 2017)</li> <li>• <b>Senior Executive – Accounts, M/s. PCS Technology Ltd.</b> (May 1994 – Dec 2007)</li> <li>• <b>Accounts &amp; Audit Assistant, M/s. A S Gujral &amp; Co. – C.A.</b> (Jan 1991 – Apr 1994)</li> <li>• <b>Accounts &amp; Audit Assistant, M/s. Umesh Bhat &amp; Co. – C.A.</b> (Jun 1989 – Dec 1990)</li> </ul>
<b>COMPUTER SKILL</b>	TALLY ERP 9 & PRIME. EMAIL, MS OFFICE, MS EXCEL, English Typing – 30 W.P.M.
<b>EDUCATIONAL QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• <b>B.Com, University of Mumbai</b> (March 1988) – 50%</li> <li>• <b>Diploma in Tax Management, Welingkar Institute of Management</b> (Subjects: Income Tax, MVAT, Excise &amp; Service Tax)</li> <li>• <b>H.S.C, Pune Board</b> (March 1985) – 62%</li> <li>• <b>S.S.C, Pune Board</b> (March 1983) – 60%</li> </ul>
<b>DATE OF BIRTH</b>	14 <sup>th</sup> May 1967
<b>MARITAL STATUS</b>	Married
<b>LANGUAGES KNOWN</b>	Marathi, Hindi, English.
<b>EXPECTED SALARY</b>	Negotiable.
<b>JOINING PERIOD</b>	<b>IMMEDIATELY</b>