

# Curriculum vitae

**Name:** Mr. Karan Kundan Malani  
**Contact No:** 9325264383

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## Career Objective: -

- To work in a learning and challenging environment with global standards in a value and acquire professional skills in a constant search of perfection.
- Objective is to prove my expertise and knowledge.
- Seeking a challenging position within a progressive environment with opportunities for professional growth based on performance and accomplishments.
- Flexible to work at any destination across Globe

## Educational Qualification: -

Sr.No.	Education	Board/University	Year of Passing	Percentage/ Class
1.	BBA	Tilak Maharashtra University	2011-12	44.7%
2.	H S C	State Board	2008-09	45%
3.	S S C	State Board	2006-07	43%

## Other Knowledge: -

1. MS-CIT
2. TALLY 9.0
3. Microsoft office
4. Data Entry

## Professional Experience Details: -

- **Organization :** - United Tradelinks Pvt Ltd (Pune)  
**Duration :** - 3 Year & 9 Months. May 2012 To Dec 2015  
Office Assistant and accountant
- **Organization :** - CA Ganesh Sarda & Associates (Kolhapur)  
**Duration :-** 2 Years Jan 2016 To Dec 2017  
Accountant
- **Organization :-** Owner at Swastik Trading (Kolhapur)  
**Duration :-** Jan 2018 To Till Date

### **Experience Details: -**

- **Service tax- Prepare Returns and Filing**
- **Sales and purchase accounting**
- **Recovery follow-up**
- **Taxation, TDS, Service Tax**
- **GST basic knowledge**
- **Preparing Balance Sheet & Profit & Loss Account,**
- **Company Firm Audit**
- **Maintaining good communication with clients**
- **Sale of electrical products at own shop**
- **Handling customers as priorities set**

### **Personal Details: -**

<b>Name</b>	: <b>Mr. Karan Kundan Malani</b>
<b>Date of Birth</b>	: 23 <sup>rd</sup> July, 1990
<b>Permanent Address</b>	: Flat No. 201, Shrinivas Appt, Shahupuri 2 <sup>nd</sup> Lane Tal – Kolhapur, Dist- Kolhapur.
<b>Gender</b>	: Male
<b>Nationality</b>	: Indian
<b>Marital Status</b>	: Married
<b>Languages Known</b>	: English, Marathi, Hindi & Marwari

**I hereby declare that the above information is true to the best of my knowledge**

**Date –**

**Place – Kolhapur**

**Signature**