

## **Tushar Sukhdeo Naidu**

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P.L.Lokhande Marg, Nr Manas bldg,  
Chembur Mumbai :- 400 089  
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## **Career Summary**

### **Zigitza Healthcare Ltd.**

Jan 2016-Present

#### **Sr. Executive**

#### **Responsibilities:-**

- Coordination and preparation of Debtors report, Collection report & revenue report for Pan India contracts.
- Scrutiny of Expenses & Advance in the system.
- Reconciliation of Bank Accounts, Creditors/Debtors Statements, General Ledger
- Verification of calculation of salary register.
- Preparation of project wise costing reports.
- Ensure accurate and timely provisioning of the cost for month end closing.
- Calculation, payment and preparation of TDS, GST & Service tax working.
- Preparation of monthly and yearly MIS.
- Reconciliation of 26 AS with books
- Finalisation of Accounts.
- Coordinating with the branches and consolidating the reports received from the branches for Pan India.
- Calculation of Deprecation & Maintain Pan India Fixed Assets register as per AS-6.
- Implementation of Infor Sunsystem (Accounting ERP) system in Pan India.
- Coordination with Infor Sunsystem Team and accounts team for Queries related to reports from system.
- Masters Creation in the SunSystem for Pan India.
- Documentation for Government Tender.
- Coordination for tender related requirements.

**Advantage Technologies Pvt. Ltd.**  
**Sr. Accountant**

Aug 2014-Dec 2015

**Responsibilities:-**

- Handling and monitoring up to date accounts records with day to day accounting.
- Calculation and preparation of TDS & Service tax working, Return filling, Payment & Compliance.
- VAT & CST Calculation & preparation of J1 & J2.
- Maintaining Cash & Bank Book. Bank Reconciliation on day to day basis, Vendor Registration.
- Preparation of Cash Flow.
- Coordination with banks & other authorities.
- Ledger Scrutiny of General Ledger, Sundry Creditors & Sundry Debtors. Finalization of Accounts.
- Calculation and preparation of salary.
- P.F., P.T. & ESIC Payment, Calculation & Returns.
- Preparation of MIS reports.
- Import Documentation for Banks.
- Preparation of Cash Flow Statement.
- Coordination with C.A. for Income tax & VAT related issues.

**Dinesh Ahir & Co.**  
**Assistant Auditor**

Jul 2013- Jul 2014

**Responsibilities:-**

- Assistance of audit of Companies & Trusts.
- Income Tax return filling, assessment and reassessment.
- Filling of TDS & Service returns and compliance.
- Internal Audits of Co-operative Banks, D.P.
- Preparations of Audit reports.
- Finalisations of accounts.

**Career Objective**

By acquiring knowledge, expertise and a familiarity with the organization's culture, I want to contribute towards realizing organization's vision and become its integral part and to work in an organization that highly value ethical behavior toward their employees and which provides an opportunity for growth and one's skill. Also to work cohesively for growth of the business needs of the organization for prospective client in the product expertise.

## Academics

Exam Passed	Name Of Institution/College	Year of passing	Board /University	Percentage
S.S.C.	New Model English High School	March 2008	MSBSHSE	60%
H.S.C.	Shree Narayana Guru College	Feb 2010	MSBSHSE	55%
T.Y.B.COM	Shree Narayana Guru College	March 2013	Mumbai University	77.57%
PGDFM	Prin. L. N. Welingkar Institute of Management Development & Research	Pursuing		

### Other Educational Qualification:-

Name of the institution	Course
Excel Computer Institute	Diploma in Office Automation and Graphics including :- Tally 9.0, M.S.-Office 2007, D.T.P., Internet etc.
Excel Computer Institute	Computer Hardware
CARGOMAR EDUCATIONAL SOCIETY	Proficiency in EXIM Procedures

## Strong Capabilities

- Willingness to Learn
- Capable to work under pressure of deadline
- Dedication to work

### Personal Details

**Date of Birth** : 04th Dec 1991  
**Languages Known** : English, Hindi , Marathi, Oriya, Telgu  
**Contact Numbers** : 8655260854,  
**Email** : naidutushar42@gmail.com,  
tusharnaidu425@gmail.com  
**Hobbies** : Playing Chess and Listening Music.  
**Extra Activities** : Worked as NSS volunteer for 2 years.

**Date** :

**Place** : Mumbai

( Tushar Sukhdeo Naidu )