

# Suraj Bhojkar

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Dattajirao Jadhav High School Road,Shahunagar,Pattan Kodoli 416202 Mobile  
9960061792.

[sjbhojkar@gmail.com](mailto:sjbhojkar@gmail.com)

## Professional Summary

Trustworthy Accountant over 4 years in financial statement preparation and general ledger activity. Ambitious and self- motivated Tax Accountant with exceptional research and qualitative abilities.

## Skills

- |                                  |                                |
|----------------------------------|--------------------------------|
| • Inventory Management           | MS Office Suit                 |
| • Tally ERP 9                    | Online Banking and Tax payment |
| • Advanced bookkeeping Skills    | Strong Communication Skill     |
| • Financial reporting specialist | Self-motivated professional    |
| • Account Reconciliation         | Cash flow analysis             |

## Personal Information

- Name – Bhojkar (Patil) Suraj Jaypal
- Date of Birth – 14 Nov 1990
- Sex – Male
- Marital Status – single
- Nationality – Indian

## Work History

**Accountant :** 09/2014 To 23/07/2018

**Chandraprabhu Jewellers-Hupari, Maharashtra.**

- Compiled general ledger entries on a Schedule with nearly 100% Accuracy
- Filed tax returns and prepared governmental reports in compliance with strict standards

**Accountant:** 04/2016 To 03/2017(Part time)

**Dev Motors-Nemshirgav, Maharashtra.**

- General reporting detailing various metrics and account informations
- General financial statements and account closing procedure each month

**Accountant:** 07/2018 To Till Date

**Walvekar Traders :** Kolhapur

- Bank Entries and bank account maintenance
- Bank Reconciliation for all three firms
- Billing desk support and guidance
- Daily Account receivable reporting
- Sales staff backend support for accounting problems of customer if any

## **Education**

**B.com :** Banking and Finance 2017

Shantabai Shedure College-Hupari.

**HSC:** Science 2009

S. M.Lohia Jr College-Kolhapur.

**High school Diploma :** 2007

Dattajirao Jadhav High School- Pattan Kodoli.

## **Certification**

Completed SMCS(Scooter & Motor Cycle Servicing) as vocational subject for HSC

## **Accomplishments**

- Worked as active coordinator for state level Auto expo in Sanjeevan Engg Panhala 2013
- Participated in university level Quiz competition at D.K.E.T. college in year 2013

## **Languages**

Marathi, Hindi and English

## **Declairation**

I consider myself familiar with Account and Taxation aspects I also confident of my ability to work in a team I hereby declare that the information furnished above is true to best of my knowledge

**Thank You**

**Yours faithfully**

**Suraj jaypal Bhojkar**