

SANDEEP MUKUND KARANGUTKAR

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Objective

Seeking a responsible and challenging position with a turbulent and dynamic organization which offers opportunities for personal and professional development and where I can best utilize my knowledge and skills, to succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self- development and help me achieve personal as well as organizational goals.

Work Experience:-

1. Latest Organisation **Velvett Hotels Pvt Ltd.**

Department Accounts

Profile A to Z roles & responsibilities of Accounts.

Duration March 2018 to January 2019

2. Previous Organisation – **AK's Bakers & More.**

Department Audit & Accounts

Profile Accounts & Audit related responsibilities.

Duration Nov. 2016 to Feb. 2018

3. Previous Organisation – **FIS Global** (Formerly - SunGard Solutions Software India Pvt, Ltd.)

Designation – Executive Finance

Department – **Shared Services** - Accounts Payable

Duration – March 2014 to June 2016.

Job Description –

- Review and verify invoices and check requests received from vendor for US, EMEA and APAC region.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries. T0 balancing for Intercompany transactions for single and multiline invoices.
- Process invoices and PO;s through system called **Helios and Ariba / Oracle** (Single and Multi line invoices)with Accuracy.
- Prioritize invoices according to cash discount potential and payment terms.
- Manual / Bulk posting of invoices for urgent payment.
- Post transactions to journals, ledgers and other records through sytem called **CITRIX** once invoice will be approved by Business Unit.
- Research and resolve invoice discrepancies and issues regarding amount and period.
- Correspond with vendors regarding invoice queries and respond to inquiries.
- Provide supporting documentation for audits.

- Perform accruals during month-end and assist on close activities like validation, 25K accruals.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practice.
- Compiling management reports (AP Productivity)

Prior Work Experience/s (In short)

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|--------------|--|
| Company Name | Anand Gawade & Co.(Chartered Accountants) |
| Department | Audit & Accounts |
| Post | Audit & Accounts Executive |
| Job Profile | Working on special project of preparation of Budgeted Balance Sheet of Pune Municipal Corporation for 2015-16 for 6 months. |
| | Working with Sungard as Executive (3 rd party contract) |
| Duration | Mar'13 – Sep'14 |
- | | |
|--------------|--|
| Company Name | LEHRI & ASSOCIATES |
| Department | Audit & Accounts |
| Post | Audit & Accounts Executive |
| Job Profile | Audit & Accounts (Taxation and keeping accounts) |
| Duration | Jan'12 – Feb'13 |
- | | |
|--------------|---|
| Company Name | WRITER Safeguard |
| Department | ATM |
| Post | ATM Officer / Shift Incharge (Night Shift throughout). |
| Job Profile | To co-ordinate or arrange & perform for Front Line Maintenance of ATM machines & Cash / Security Audits |
| Duration | Jul. 04 – dec. 11 |
- | | |
|--------------|--|
| Company Name | FAME ADLABS |
| Department | IT support |
| Post | Technical Support & MCDT |
| Job Profile | Maintainance of POS & other computerized infrastructure / System Audit |
| Duration | Jan.02 – Jun. 04 |

Professional Qualification

- Passed **CPT** (Common Profeciency Test formerly CA Foundation By **ICAI**)
- Pursuing IPCC (Formerly CA Inter.)
- Completed **IFRS** from GTG institute – Pune.

Technical Qualification

- Diploma in ‘ **COMPUTER OPERATOR & PROGRAMMING ASST.**’[ITI]
(Covering FoxPro, C, C++ objective programming)

Personal Details

Languages known

English, Hindi, Marathi
(Read / Write / Speak)

Interest & Hobbies

Listening Indian Classical Music,
Playing Tabla,
Playing Chess & Cricket,

Other Activity

Conducting group tuitions
[S.S.C., FYJC & SYJC]

Social Activity

Believe in ‘**You are the architect of your own destiny.**’ Follower of Jeevan Vidya Mission & provide coaching for needy for SSC & HSC at cost.
[‘Jeevan Vidya Mission’-founder:- Sadg. Shree Wamanrao Pai.]

General Details

▪ Date of Birth	19 th January, 1982
▪ Gender	Male
▪ Nationality	Indian
▪ Marital Status	Single
▪ Contact	9820 865 726
▪ Email	Sandeepkarangutkar19@gmail.com
▪ Permanent Address	1/1, S. B. Shukla CHL, Anand Nagar., JVLJR Jogeshwari (East),Mumbai – 400 060.

Place : Mumbai

Date :

Mr. Sandeep M. Karangutkar.