

# ANUP PAWALE



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Pune, India 411041



[Bold Profile](#)

## EDUCATION

MBA, Finance  
**Symbiosis International University**, Pune  
January 2023

M.D., Accounting And Finance  
**University of Pune**, Pune  
June 2011

## LANGUAGES

### Marathi



Bilingual or Proficient (C2)

### Hindi



Bilingual or Proficient (C2)

### English



Advanced (C1)

## PROFESSIONAL SUMMARY

Accomplished Senior Accountant with a proven track record at Accelerate Softech Pvt Ltd., adept in financial reporting and audit management. Leveraged expertise in account reconciliation and decision-making to enhance financial accuracy and streamline processes. Demonstrated ability to lead audit preparations and financial statement reviews, achieving significant improvements in financial controls and reporting efficiency.

## WORK HISTORY

July 2023 - Current

### **Accelerate Softech Pvt Ltd. - Senior Accountant, Pune**

- Payroll Management with TDS, PT, PF, Leave and attendance management
- Checking Cash entries, Account payable and Journal entries and give them approval
- Preparation of Accounts payable summary
- Preparation of monthly financials
- Checking GST Calculation and TDS calculation and preparation of Advance tax working
- Reconciliation of Bank statement
- Prepare budget and Fund estimation statement
- Work related with STPI and Softex return.
- Streamlined the financial reporting process by implementing new accounting software and automating tasks.
- Assisted in internal and external audits by preparing necessary documentation and responding to auditor inquiries.
- Provided timely and accurate financial reporting to senior management, enabling informed decision-making based on reliable data.
- Reconciled accounts and created documents for monthly closure procedures.
- Prepared monthly journal entries and Bank reconciliations.

February 2022 - July 2023

### **Speedypay Pvt. Ltd - Senior Accountant, Pune**

- Manage all the accounting, financial transaction By entering information in accounting software
- GST working and filing return
- (GSTR 3B and 1)
- Prepare a calculation of TDS working and filled to government
- Payroll Management ( PF, PT, TDS)
- Expenses check and approval
- Calculation of income tax
- Reconciled accounts and created documents for monthly closure procedures.

- Salary returns filing
- (ITR 1 & ITR 2 ITR 4S)
- Prepare Cost center wise accounting
- Reconciliation of Bank Statement with Speedypay wallet database
- Work closely with auditors and Charted accountant during the audit process and help him up to the finalization of accounts
- Vendor management.

June 2015 - December 2021

**Ellicium Solutions Pvt Ltd - Account Officer, Pune**

- Handled day to day accounting process to drive Financial accuracy
- Filling of vouchers, invoices, documents etc
- Working on US accounts in tally and reconcile the tax and creditors
- GST working and filing return (GSTR 3B and 1)
- Reconcile the GSTR-1 and GSTR 3B with Internal data for the purpose of annual audit
- Assisted in budget preparation and monitoring, contributing to cost-saving measures across the organization.
- Prepare Cost center wise accounting to know the client wise profitability
- Prepare a calculation of TDS working and filled to government
- Generate a form 16 A and B from traces and submit to employees
- Calculation of income tax and checking and approval of tax document of employees
- Perform calculation of leaves, bonus, and process payroll
- Investigate payroll variances and employee claim to resolve discrepancies and balance financial record
- Employee Provident Fund Management
- Approve employee's expenses and managed expenses reporting
- Calculate PT & PTRC Return filing
- Work closely with auditors and Charted accountant during the audit process and help him up to the yearly finalization of accounts
- Working on monthly finalization and MIS preparation
- Foreign remittance working, obtain FIRC and record transaction in accounting software and prepare a sheet on foreign gain and loss of transaction
- Pre requisites of Employees documentation for foreign work travel.

July 2014 - May 2015

**e-Arth Accounts Finance & Management Consultants Pvt. Ltd. - Accountant, Pune**

- Operation of accounts payable, accounts receivable, cash receipts, general ledger
- Filling of vouchers, invoices, documents etc
- ITR-1 form filling to Income tax & document verification
- Professional Tax working and Return filing (PTRC & PTEC)
- Service tax Working and Return Filing
- LBT Working and Return filing
- VAT Working & Return Filing
- C and H form working in excel.

April 2013 - June 2014

**Palshikar consultant Pvt. Ltd - Account Assistant and Auditor, Pune**

- Operation of accounts payable, accounts receivable, cash receipts, general ledger
- Filling of vouchers, invoices, documents etc
- VAT Working & LBT working
- Preparation of P&L, Balance sheet (Finalization)
- Professional Tax working and Return filing (PTRC & PTEC).

November 2011 - February 2013

**Bhide and Shah charted account - Accountant Assistant and Auditor**

- Examine the accounting records and ensure the accuracy
- Filing of vouchers, invoices, documents etc
- VAT Audit & Sales Tax Audit
- Cash and Assets verification, Checking of Tenders
- Ledger and Bank Scrutiny
- Preparation of P&L, Balance sheet (Finalization)
- Preparation of Audit Report.

December 2008 - January 2009

**Union Bank of India - Data Entry Operator, Pune**

- Filing of loan forms on computer database
- Filing & Uploading loan forms on central clearing agency online
- Letter writing to bank customers
- Asset verification of clients
- Final check of loan proposals.
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## SKILLS

<b>Payroll Processing</b>	<b>Financial Reporting</b>
<b>Foreign Currency Transactions</b>	<b>Account Reconciliation</b>
<b>Budget Preparation</b>	<b>Financial Controls</b>
<b>Forecasting</b>	<b>Financial statement review</b>
<b>Audit preparation</b>	<b>Expense Tracking</b>
<b>Audit management</b>	<b>Decision-Making</b>