

Dipak Ankush Kirdat

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OBEJECTIVE

Excellent accounting skills, with experience in SAP, Oracle and ERP, dealt with customers and high-level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

Work Experience: -

Mahle Holding India Private Limited, Chinchwad Gaon, Pune (Shared Service)

Duration : Jan 1, 2022 to Present
Designation : Assistant Manager Accounts

Duration : May 13, 2019 to Dec 31, 2021
Designation : Junior Manager

- Process outgoing Domestic and Import payments in compliance with financial policies and procedures.
- Booking day to day financial transactions, including verifying, classifying, and recording accounts payable
- data.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verification of Employee claims in concur and releasing payment for the same.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate reports detailing accounts payables status.
- Understand expense accounts and cost centers.
- Understands compliance issues around accounts payable processes.
- Processing accounts and incoming payments in compliance with financial policies and procedures.
- Assist with month-end and year-end closing to support accounting system accuracy.
- Prepared weekly customer and vendor aging report, discussed with sales and purchase team and took course of action if require for collection and payment.
- Daily Bank reconciliations and reporting to Manager on weekly basis.
- Filling TDS and TCS return, circulating TDS and TCS certificate to respective clients.
- Statutory payment e.g. TDS, PF, PT, ESI and Custom Duty.
- Preparing and tracking vendor LC (USANCE / AT SIGHT), verification and making payment against LC claim.
- Prepared Expenses Provision list on month end closing.
- Preparing and reporting FX reinstatement and Unhedged report to management.
- Tracking and closing open list of BOE and ORM at IDPMS portal.
- Preparing Inter-company due balance list on month end.
- Reconciliation of Debtors and Creditors accounts as per requirement.

VEM Tooling India Private Limited, Loni Kalbhor, Pune (Manufacturing)**Duration** : September 21, 2017 to May 10, 2019**Designation** : Accounts Executive

- Preparing and reporting weekly KPI to Management.
- Verification and Booking all Domestic and Import invoices in Tally ERP 9.
- Making payment to vendor and employee claim reimbursement.
- Preparing sales invoice for Domestic and Overseas Customers.
- Follow up with customer for due invoices.
- Daily Bank Reconciliation.
- Statutory payment e.g. TDS, PF, PT, ESI.
- Filling TDS and TCS return, circulating TDS and TCS certificate to respective clients.

Zamil Steel Building India Private Limited., Kharadi, Pune. (Manufacturing)**Duration** : August 1, 2014 to September 21, 2017**Designation** : Jr. Finance Officer

- Preparing Domestic and Export sales invoices as per sales order.
- Preparing sales report on monthly basis.
- Making Domestic and import Vendor payment.
- Preparing and checking Bank Guarantees for Vendor and customer.
- Daily Bank reconciliation.
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Phoenix Mecano (India) Private Limited, Pirangoot, Pune. (Manufacturing)**Duration** : June 2012 to Dec, 2013**Designation** : Accounts Assistant

- Domestic and Import invoice booking.
- Verification and booking employee claim reimbursement.
- Daily Bank reconciliation.
- Preparing list of provision for expenses on month end closing

Fleetguard Filters Private Limited, Aundh, Pune. (Manufacturing)**Duration** : July 2011 to May 2012**Designation** : Accounts Executive

- Preparing RTGS and NEFT form for Vendor payment.
- Submitting payment documents to bank.
- Verification and booking of logistic invoices.

Vakharia & Shah Associates (Chartered Accountant)**Duration** : June 2010 to May 2011**Designation** : Accounts Assistant

- Booking and accounting clients records.
- Client auditing e.g Banks, Companies.
- Working on Taxation VAT, TDS etc.

AREAS OF EXPERTISE

- Credit Control, Accounting and bookkeeping
- General Ledger, Account Reconciliation
- Debtor and Creditors Management, Accounts Payables and Receivables
- Auditing, Tax Preparation.
- Team Management.
- Cash Management

QUALIFICATION

- Bachelor of Commerce (B. Com) from Mumbai University (Apr 2008) - First class (62%)
- H.S.C from Mumbai, Maharashtra Board (Mar 2005) - First class (60%).
- S.S.C from Mumbai, Maharashtra Board (2003) - Second class (52%).
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OTHER QUALIFICATION

Completed "Certified Industrial Accountant" Course from 'Institute of Computer Accountant' (ICA), Satara.

TECHNICAL SKILLS

- Working knowledge of accounting packages including SAP FI Module, Oracle R12 and Tally.
- Familiar with online bank payment and well known process handling bank portal.
- Well versed in Outlook, Word, Power Point and Excel.
- Familiar with browsing and other internet related activities.

SKILL SETS

- Strong Analytical & Problem-Solving Skills.
- Ability to work efficiently in high pressure situations and deadline assignments.
- Self-Motivated and Teamwork.
- Ability to learn new things.
- Excellent in interpersonal relationship & communication.

PERSONAL DETAILS

Date of Birth	:	13/06/1988
Marital status	:	Married
Languages Known	:	English, Hindi and Marathi
Permanent Address	:	At post Chinchner Nimb, Satara, 415001