

SIDDHESHWAR BABURAO BHUJBAL
Phone: +91-7588844046 Email:sbhujbal83@gmail.com
Dehu Alandi road, Chikhali, Moshi-411062

CAREER OBJECTIVE

To utilize my skills & qualification of accounting for strengthening the profitability of an organization and also use these skills in a team environment, allowing me to fully contribute to the successful achievement of the organizational goals.

EXPERIENCE

- knowledge of general accounting procedures
- Process daily journal entries to record daily payable/receivable and revenue.
- Matching invoices and setting up same for the payments
- Preparing monthly reports and provision in month end closing
- Merchant Trade Document process and Payment (Import & Export leg)
- Maintaining vendor files and Employee claim the same
- Employee Travel Reimbursement daily.
- TDS, GST, PF and PT payment on or before due date
- MIS Invoice booking Tracker update 3 Way and 2 Way daily
- Monthly & yearly closing activities
- Preparation of monthly GRIR/ Unvouch report & follow up with store & procurement team
- Monthly Bank reconciliation.

ROLE & RESPONSIBILITY

Emerson Measurement System and Solution India Pvt Ltd (25th Nov 2019 to till date)

Thermax Ltd. Pune (1st Mar 2016 to 23rd Nov 2019) Total work Exp:- 6 Years.

Designation: Accounts Executive

Accounts & Finance:-

- Verify and booking of Domestic and Import Expense Payment Voucher
- Verify and Booking of Foreign Travel Expense Voucher
- Booking of Domestic and Import GRN for further procedure
- Booking of Debit and Credit Notes.
- Import Custom Duty Payment and Booking of BOE.
- Employee Travel Reimbursement Checking and payment.
- Preparing Documents to Remit the Payment as per Received Invoice. (Foreign Remittance)
- Updating of Schedule Quarterly as per requirement of Auditors for Audit.
- Vendor payments process in Bank.
- Po & Non Po checking & booking day to day Tracker activity.
- Vendor Payable Ageing Report.
- Vendor scrutiny and intercompany reconciliation.
- Monthly tracking intercompany reconciliation.
- Providing necessary data to Internal and statutory auditors.

SKILLS

Proficient using Oracle Application, Microsoft Excel and Word.
Flexible to learn new things and accepting the new task and responsibilities.
Taking up the decision regarding the Accounting

SCHOLASTIC CREDENTIALS

- Post-Graduation in M.B.A in Finance in 2016 Appeared Graduation (B.B.A) from jai Kranti College of Commerce, S R T M N University in 2013 With **Second Class**.
- HSC (Arts) from Azad College, Maharashtra Board in 2009-2010
- SSC from M B M V High School, Maharashtra Board in 2008-2009

SKILLS

- Completed course MS-CIT.
- Tally ERP 9.
- Worked on ERP Oracle 12.
- SAP Business 1
- JDE
- Computer course in Trade compliance for finance & accounting.

STRENGTH

- Ability to deliver things within time constraint
- Confident and always ready to take challenges.
- Positive attitude

PERSONAL DETAILS

Date of Birth	:	02 ND Oct 1991
Marital Status	:	Married
Nationality	:	Indian
Sex	:	Male
Languages Known	:	English, Hindi and Marathi
Hobbies	:	Listening Music, Travelling and Outdoor games

DECLARATION

I Herby declare that the above furnished information is true and genuine to the best of my knowledge and belief

Date :

Thanking You

Pune

Siddheshwar B Bhujbal