

PANKAJ S.KULKARNI

SENIOR BUSINESS PROCESS EXECUTIVE



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Pune, India



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SKILLSET - TECHNICAL

- Sage 50, Wave
- NetSuite, Oracle
- Dynamics 365
- SAP Business One
- ADP
- Accounts Payable,
- Accounts receivables
- USA GAAP- Report

SKILLSET INTERPERSONAL

- Leadership and training
- Planning and Forecasting
- Management
- Budgeting
- Business Management

CERTIFICATIONS

- Tally 9.0 course with A Grade 2011
- Float Certification in IBN Technologies 2022
- Bill.com Certification in IBN Technologies 2022
- MS-CIT Course with First Class. 2008
- Gusto Payroll certification 2022
- Float certification 2022
- Relay Certification 2022

CAREER OBJECTIVE

Accomplished professional with over 9 years of expertise in Financial Reporting, Accountancy & client relationships, demonstrating a proven track record in client relationship-building. Actively seeking position as a Senior Account Executive, where I can leverage my extensive experience to fortify relationships with clients, drive profitability, and enhance overall customer satisfaction. Possessing a unique blend of skills and qualities, I am committed to delivering impactful results and contributing to organizational success.

WORK EXPERIENCE

Sr. Executive – Business Process
IBN[®] IBN Technologies, Pune, India

Jun 2021 –Till date

Team Leadership and Financial Operations:

- Managed a team of 6+ professionals, overseeing day-to-day banking and cash entries for clients.
- Proactively processed payroll and crafted Accounting Journal Entries, ensuring timely recording in Dynamic 365 tools.
- Conducted effective email and online communication with clients to comprehend their financial requirements.

Financial Reporting and Transaction Management:

- Prepared financial documents like Trial Balance, Profit and Loss, and Balance Sheet tailored to clients' specifications.
- Entered AP/AR invoices based on client-provided data, ensuring accuracy in financial transactions.
- Reconciled cash and bank accounts monthly, updating records in SAP Business One for precise financial tracking.

Operational Efficiency and Client Interaction:

- Managed day-to-day transactions using the Wave methodology, overseeing Inventory Management, Amortization, and Depreciation.
- Coordinated with clients for new setups, conducted R&D for clients' books, and facilitated Merchant Account reconciliation.

Payroll Administration and Reporting:

- Created Biweekly Payroll spreadsheets and executed payroll runs using ADP software.
- Prepared customized Excel reports meeting clients' specific requirements, presenting insights to the management.

Client Relationship Management:

- Took ownership of client requirements, scheduled calls, and actively maintained client retention goals, Ensured seamless communication with clients, demonstrating a proactive approach to address their needs.

EDUCATION

- B.com Pune University
2011 1st Class
- H.S.C. Pune Board
2008 1st Class
- S.S.C. Pune Board
2006 1st Class

PERSONAL DETAILS

- DOB: 04/04/1991
- Languages: Marathi, English, Hindi
- Marital Status: Married
- Permanent Address:
B24 Harshad Apartment
Savitri Nagar Hingane Khurd
Sinhagad Road, Pune -411051
- Passport: Y5157488
- Open for Remote: Yes
- Ready to Relocate: Yes, Metro
- References: Available on Request.



Senior Accountant
Satyam Enterprises, Pune India

Jan 2017 - May 2021

Financial Record Management:

- Recorded monthly sales, purchases, and conducted bank reconciliation.
- Managed accounts payable and prepared debtor lists for monthly reviews.

Customer Ledger and Payments:

- Sent customer ledgers and diligently followed up on payments based on aging reports.

Supply Chain and Export Documentation:

- Oversaw export document preparation and managed the supply chain process.

Regulatory Compliance and Legal Documentation:

- Liaised with government authorities for certifications and licenses.
- Prepared legal documentation and ensured regulatory compliance.

Reporting Presentations & Tax Compliance:

- Prepared monthly reports for management and created various presentations.
- Prepared and filed TDS reports promptly.
- Managed GST reporting and filing processes.

Financial Reconciliation:

- Maintained cash and bank records, conducting monthly reconciliations in Tally and QuickBooks.



Excel Executive
Cummins Diesel Sales and Service

Jan 2014 – Dec 2016

Financial Reporting

- Successfully prepared MIS reports, as per the requirement using Excel.
- Timely Reporting to the senior management about closure of the complaints.
- Handling clients queries on day-to-day basis and updating on the company software on monthly basis