

Pranil Sunil Surve

B/002, Shri Visawa Housing Society, Dombivli (East), Mumbai, Maharashtra.

Phone: 9987978307

Email: pranilssurve@gmail.com

Summary

Accountant with key skills in accounts receivable, accounts payable, day-to-day office administration and overall operational support.

Ability in multitasking, time management and problem solving skills. An individual with positive attitude, good communication and interpersonal skills.

Objective

Seeking a challenging career with a progressive organization providing an opportunity to capitalize my skills & abilities. To grow along with the organization and become a professional of excellent repute by effectively contributing towards the goal of the organization.

Experience

CMA CGM Agency India Pvt Ltd

Senior Finance Executive

Dec 21 – Till Date

- Vendor Invoice processing and monitoring for timely payment to vendors
- Approval of accounting entries in oracle
- Follow-up and co-ordination for timely booking of invoices to maintain the agreed TAT of vendor invoice bookings
- Co-ordinating with payment teams for releasing the statutory vendor payments and urgent payments on daily basis
- checking of all vendor invoices for the approvals and other mandatory details as per statutory compliance
- Handling day to day Petty cash transactions
- Follow-up & Verification of petty cash vouchers for PAN india
- Timely accounting of all the petty cash expenses in the system
- Analysis of Location wise petty cash

M P Enterprises & Associates Ltd

Accounts Executive

Feb 21 – Nov 21

- Accounting Entries- Handling Purchase Invoices, Expense Vouchers and Journal vouchers in Tally ERP9
- Vendors Ledgers & Invoices Scrutiny
- Customers Invoice Creation
- Issuing Credit & Debit Notes to Customers and Vendors
- Handling day to day Petty cash transactions
- Handling day to day Branch Imprest Bills of Employees
- Issuing cheques to Customers & Vendors
- Preparing Monthly TDS Summary For payments
- Monthly TDS Payments
- Quarterly TDS return filing & Revised return
- Providing TDS certificates to Vendors & Customers
- Handling Bank Reconciliation Statement
- Maintaining financial files and records

JM Financial Asset Management Limited.

Accounts Executive

Sep 2019- August 2020

- Accounting Entries- Handling Purchase Invoices, Expense Vouchers and Journal vouchers in Software
- Handling day to day Petty cash transactions
- Issuing cheques to Customers & Vendors
- Reimbursement Against Employees Expenses to their Bank Accounts
- Passing Monthly Payment & Receipt Entries
- Preparing Monthly TDS Summary For payments
- Monthly TDS Payments
- Quarterly TDS return filing & Revised return
- Providing TDS certificates to Vendors & Customers

- Handling Bank Reconciliation Statement
- Maintaining financial files and records
- Overall support to the Account and finance department
- Handle official communication with clients and interaction with other departments to resolve queries and solutions.

Fino Finance Pvt Ltd.

Accounts Officer

August 2018 – Sep 2019

- Monthly Statutory Dues Payments (PF, ESIC, PT, TDS, GST)
- Preparing Monthly TDS Summary For payments
- Quarterly TDS return filing & Revised return
- Providing TDS certificates to Vendors & Customers
- Monthly GST Sales Payment
- Passing Monthly Payment & liability Entries in SAP
- Handling Bank Reconciliation of 26AS

Anandji Haridas & Company Pvt Ltd.

Accounts Assistant

June 2017 - August 2018

- Accounts receivable- Handling day to day receipt entries in ERP Software
- Accounts payable- Handling day to day payment entries in ERP Software
- Accounting Entries- Handling Purchase Invoices, Expense Vouchers and Journal vouchers in ERP Software
- Handling General Ledger Scrutiny
- Handling day to day Petty cash transactions
- Preparing Monthly TDS Summary For payments
- Quarterly TDS & TCS return filing
- Preparing Purchase & Sales data for GST Monthly return filing
- Issuing cheques to customers
- C-Form follow-up with the customers & Ensuring timely data entry in system
- Handling Bank Reconciliation Statement

Jain Jagtap & Associates – Chartered Accountants.

Accounts Executive

June 2015- June 2016

Education

PG Diploma Program in Management (Hybrid)

Persuing

Welingkar Institute of Management Development & Research
Finance Management

Master of Commerce

August 2019

Mumbai University, Mumbai - India
Advance Financial Management, Advance Auditing
Research Methodology, Direct & Indirect Tax

Bachelor of Commerce

April 2015

Mumbai University, Mumbai - India
Financial Accounting, Costing & Management Accounting
Marketing & HR Management

Keerti Computer Inst., Mumbai – India

Feb 2015

Certification In Advance Excel
Certification in TALLY ERP 9

Institute Of Business Accounting

Nov 2017

Certification in ACCOUNTS & TAXATION
Practical Knowledge of

(TDS, GST, Payroll, Knowledge of form 16 & 16 A)

Professional Skills

Financial Accounting
Organization & Management Information System
MS-Office
Microsoft Outlook

Hobbies

Sports - Cricket & Football, Music and Traveling.

Languages

English
Marathi
Hindi

Personal Details

Date of Birth: October 7, 1992

References

Available On Request

