

PRASHANT SURESH DHIWAR

@ prash8786@yahoo.com

9767762990

S.no 26 near Ganesh Temple Bopodi Pune.411020



Objective

Seeking competitive environment to utilize my professional knowledge/skills where I have opportunities to contribute towards growth at professional as well as personal level.

Experience

05 June 2020 - Till
date

K.A.Tech

Executive

Daily going to bank for official work

Making vendor payment through NEFT/RTGS/cheque

Preparing Accounts Payable on Monthly Basic

Customer and vendor reconciliations

Handling company cash

Bank reconciliation.

Maintain good relation with team.

04 June 2018 -
11Nov 2019

Forbes Marshall pvt Ltd (On contract)

Executive

Customer payments, Receipt, Transfer Entry punch in Systems.

Month End preparing Monthly Report and send to Manager

Checking of Contractor Bills & Payments Particular Company

Vendor payment related issues

Customer chq deposit to other bank.

Maintain good relations with regular customers

10 Sept 2012 - 20
May 2016

Right choice builders Pvt Ltd

Sr.Accounts Executive

To assist Finance Manager for everything related to Accounts Receivable & Payable.

Making details sheet of Month wise, Entry receipt & payment in Tally.

Checking of Contractor Bills & Payments Particular Company.

Monthly Employees Travelling expenses checking & payments

Making a detailed report of Monthly Receipt and Payments in Excel.

Reconciliation for all Company.

Preparing Accounts Payable on Monthly Basic.

Provide support to all internal and external audits and prepare reports for data.

Handling Bank Transaction on day to day basic, Preparing Cheques.

Cash Handling and Maintain Petty Cash Record.

Maintain Professional Relations With Vendors.

Assist marketing and sales team in collecting payments from customers.

02 feb 2009 - 08
Sept 2012

The Saraswat Co-Op Bank Ltd

Clerk

To open All Type of A/c's (Saving & Current A/C,FD A/c, RD A/c.)

Keep records of the daily transactions that take place.

Handling customer query relating to Debit card issue and A/C related information.

Check the availability of funds before making payments to customers.

Make daily report for the departmental heads

To Process various companies salary in software.

To give the bank Statement to the customers.

To maintain Inward & Outward Registers.

Other bank Chq clearing send to Clearing Department.

Process and accept deposits and loan payments from bank customers.

Daily Basis NEFT and RTGS entry done in System.

Handling cash counter daily transactions such cash deposits, cash withdrawals, cheque deposits etc

Maintain good relations with regular customers of the bank.

Education

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|------|--------------------------------------------------------------------------------------------------|
| 2007 | B.Com Passed With Higher Second Class (Specialize in Banking & Finance) from University of Pune. |
| 2003 | H.S.C (Commerce) passed with Second Class from Maharashtra Board |
| 2001 | S.S.C Passed with Second Class from Maharashtra Board |

Skills

Basic Computer Course MS-CIT from My E-Land Institute Pune. Well experienced with All Tally packages, , ERP & Oracle and (Swiftcore, Finnacle, Genius and Net win Software Use For Banking Sector), M.S Excel etc

Additional Information

Personal Details

Date of Birth. : 08 July 1986.

Sex : Male

Marital Status : Married

Strength. : Dedication, Hard Working.

Hobbies. : Travelling, Driving & Running.

Languages Known : English, Hindi and Marathi