

## **CURRICULUM VITAE**

**Mr. Ketan Hemant Medhekar.**

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A/P 1736, Hudco colony, Shirur, Tal-Shirur, Dist-Pune, Maharashtra (India) 412210

**Mob No. 9665100550 /8208000973**

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**Career Objective:** To contribute best of my knowledge, skill and ability in the growth of the organization where I will be working and to make positive contributions through my knowledge, skill and personal commitment in the job.

To become a part of a team which is ready to learn new things & accept new challenges in the field of Finance & Accounts.

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### **Working Experience:**

Currently working w.e.f. June 2022 with Teleperformance Private Limited client at **Fiat India Automobile Pvt. Ltd. (Ranjangaon).**

#### **Finance Executive**

- Sales Invoice Generating & Approving in System.
- Checking Debit Notes & Credit Notes.
- Daily MIS report
- Vendor Reconciliation & Approve
- Job work Pending challan report Monthly
- Daily GSTR1 Reports • Job work Reconciliation • Purchase Tax working.
- GL Reconciliation
- Assist in Monthly MIS Analysis.
- Generated Excel pivot tables to compile key company data & reports • Reconciliation GRN data monthly • Sales Tax working.

#### **Indirect Taxation:-**

- GSTR1 Analysis and reasoning of variance in different expense with GL balance.
- Follow up Jobwork challan & reconciliation.
- Maintaining GST condition & HSN code for sales & Purchase. 📄 Verify of Amount, GST rate & HSN code on Invoice.
- Vendor Reconciliation & GSTIN confirmation with the GST Portal.
- MIS consolidation, variance analysis.
- Debit/Credit Note Checking
- Handling Day to Day Work of Invoicing.

**Other Skills:**

Handling mails from vendor’s & resolving their queries

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**Educational Background:**

M.com in 2021 from Pune University with 75.88%

B.com in 2017 from Pune University with 57.75%

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**Software Skills & Computer Knowledge:**

- SAP
- MIS
- Microsoft Excel

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**Personal Details:**

Name	Ketan Hemant Medhekar
Date Of Birth	: 08/12/1995
Marital Status	: Unmarried
Language Know	: Marathi, Hindi, English
Notice Period	: 30 Days

**Thanks & Regards,**



**Ketan Medhekar.**