# **CIRRICULUM VITAE**

#### PRADNYA UTTAM SARMALKAR

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#### **CAREER OBJECTIVE**

To be able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions & Work confidently within a team.

#### **EMPLOYMENT UPBRINGING**

# Finkurve Financial Services Limited (August 2016- Till date)

- ✓ Sr Account Executive Reporting to Director & Manager-Accounts & Finance
- ✓ Finkurve Financial Services Ltd is a Non-Banking Financial Company engaged in the business of lending, financing companies and various other activities in the financial services sector.

# Hitech eTerminal Services Private Limited (Apr 2010-Nov 2014)

- ✓ Account Executive Reporting to Director & Account Manager
- ✓ HiTech is in the core business of Installing & Maintaining POS Terminal Pan India in Payment Card Industry

## Kalpesh Synthetics Private Limited (Jun 2008- Oct 2009)

- ✓ Account Assistant Reporting to Account Manager
- ✓ Kalpesh Synthetics is in the core business of Exporter, manufacturer, distributor and supplier of filter fabric for industrial filtration

#### **EDUCATIONAL CREDENTIALS**

- ✓ Graduation (commerce) completed from Mumbai University in 2005-2006
- ✓ HSC- from Maharashtra Board with 64%
- ✓ SSC from Maharashtra Board with 60 %

## SUPPLEMETARY SKILL SET

✓ Accounting Software – Navision Software, Fox flow Software, Tally ERP 9

## **Broad Particulars of the Current Profile**

### Finkurve Financial Services Limited/Augmont Goldtech Private Limited

## **Key Responsibilities:**

- ✓ Passing Sale, Purchases, expenses, TDS entries & all day-to-day basic accounting entries in Navision Software
- ✓ Payment to Vendors, Office Expenses & internal fund transfer transactions (Online, manual RTGS/NEFT, Cheques)
- ✓ Preparation of Bank Reconciliation on Monthly Basis
- ✓ Tds calculations, working & payments
- ✓ PTRC & PTEC Payments & Return
- ✓ Preparation of sale & purchase summary on Monthly basis
- ✓ Preparing Stock reconciliation statement and comparing the same with physical stock in hand
- ✓ Preparation of GSTR 2B reconciliation on monthly basis
- ✓ Preparation of customer & vendor trial balance for audit
- ✓ Co- Ordinate with vendors/customers for ledger balances, payment follow-up, etc
- ✓ Assisting during internal and statutory audits
- ✓ Coordinate with Bank Relationship Managers for new account opening, other current account related queries
- ✓ Assisting in preparing weekly cashflows
- ✓ Maintaining Petty cash and recording all the expenses.

## **HiTech eTerminal Services Pvt Ltd**

# **Key Responsibilities:**

- ✓ Preparing Bank Reconciliation in daily basis
- ✓ Payment of utility bills, Office Rent, Vendors, F& F as per due dates
- ✓ Completing online SBI transfer of payments.
- ✓ Preparing Debtors outstanding Reports on weekly basis
- ✓ Handling petty cash of HO
- ✓ Online salary Payment
- ✓ Statutory Payment i.e. PF, ESIC, PT,TDS, Service Tax.
- ✓ Preparation of TDS, PT Working
- ✓ Checking Petty cash statement & processing for payments.
- ✓ Helping & co-ordinating with the assistants
- ✓ Interest calculation of personal a/c of managing directors
- ✓ Co-ordinate with regions regarding accounts related issues
- ✓ Completion of assignments given by consultant
- ✓ Co-ordinate & follow up for payment with clients

## **Kalpesh Synthetics Private Limited**

- ✓ Handling Petty Cash Transaction on regular basis
- ✓ Reconciliation of the bank statements
- ✓ Managed Party payments, generating weekly on demand cheques.
- ✓ Handling the Bank Accounts, this includes the monthly payments such as electricity charges, mobile bills, Office Rent etc.
- ✓ Scrutinised ledger on regular basis
- ✓ Arrangement for the payments of traveling expenses for senior level employees of the company
- ✓ Processing the party bills in Software Programme (Fox-Flow)
- ✓ Managed the internal and external mail functions
- ✓ Managed payroll function for employees.
- ✓ Data entry as well as maintaining database in the hard & soft copies.

# **Krystal Trade Company Private Limited**

- ✓ Authorized Signatory for loan cases (office coding).
- ✓ To implement the policies design by Asst Manager
- ✓ Handling the executives.
- ✓ Allocating cases on field.

#### **PERSONAL DETAILS**

- ✓ Address 102/ B wing, New Madhukunj Chs, Vishnunagar, Dombivali (W) 421201
- ✓ Date of birth- March 12, 1986
- ✓ Marital status- Married
- ✓ Language proficiency- English, Marathi, Hindi