SHARAYU MANOJ KARANDE

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# SUMMARY

Post Graduate Master of Commerce with significant experience in Accounting and Financing, Tally ERP 9, GST. An energetic individual with an immense desire to continuously learn, grow and possess proven leadership, analytical, and accounting skills.

# EDUCATIONAL QUALIFICATIONS

## Master of Commerce | August 2021 Bachelor of Commerce | July 2019

***Specialization: Accounting and Finance. Specialization: Advanced Accountancy.***

CSIBER, Kolhapur. Vivekanand College, Kolhapur.

## Percentage: 75.84% Percentage: 70.61%

**Higher Secondary School | Feb 2016 Secondary School | March 2014**

**Percentage: 60.00 % Percentage: 81.00 %**

# AREA OF EXPERTISE

Invoice Processing Accounts Payable & Receivable Controlling Bank Reconciliation Fund Management GST/TDS/TCS Returns creating and filling Profit & Balance Analysis

# WORK EXPERIENCE

## Senior Officer | ICICI Bank July2023 – September2023

* All type of Operational work.
* Customer Handling, Cash handling, Clearing, Familiar with Finance of day-to-day Banking Operations.
* Settlement of transactions originating in the front office.
* Servicing the requests of Customers.
* Resolve the customer issues with banking services and accounts.
* Manage customer bank accounts – open, close and oversee transactions.
* Advise customers on bank services for their needs (e.g., FD, RD, SIP, loans and credit cards).
* Identify and map business strengths and customer needs.
* Find out what an organization needs and working with a team to plan proposals and pricing when required.
* Relationship building with cross selling of Bank Products (Gold, Insurance, Saving A/c, Current A/c, FD&RD’S other fee Income products).

## Assistant Accountant | Shree Ganesh Cables, Kolhapur. February 2022 – July 2023

* Executing all the accounting and financial tasks with the collection of data, analysis, and communicating reports.
* Working closely with creating Sales invoices, Purchase invoices, Quotation, and Purchase Order Making and Coordinating management reports.
* Manage Accounts Payable, Bank Reconciliation, Bank Transactions, and payment recovery.
* Summarizing areas of improvement in financial planning and reporting.
* Cash flow management, Monthly returns, and Salary sheet making and filling.
* Controlling Income and Expenses, Analysis of P&L AND Balance sheet also managing Vendor payments.

## Junior Accountant | Usha Enterprises, Kolhapur. November 2021 – February 2022

* Effectively managed main accounting, banking transactions, financial transactions, and income and expenses analysis.
* Worked on the generation of Sales and Purchase invoices, Purchase orders, and Quotation making.
* Analyze cash flow, monthly payments, salaries, expenses, and P&L and present it with improvisation and optimization.
* Worked on Payment recovery, Bank reconciliation, and vendor management.
* Assisted in Compiling and presenting budget reports and documenting financial reports.
* Documentation work for ISO Certification and working in the terms and conditions of ISO.

**Accountant Intern | Satyam Institute of Tax Accountants, Kolhapur. January 2019 – April 2019**

* Developed all the necessary skills for managing the finances and accounting work, carried out various analyses on reports, and learned skills required for the higher organization.

# DUTIES & RESPONSIBILITIES

* Processing tax payments & returns.
* Preparing budget forecasting.
* Manage all accounting transactions.
* Manage Balance Sheet & Profit/Loss Statement.
* Reconcile Accounting Payable & Receivable.
* Ensure Timely Bank Payment & All Bank processes / Transactions.
* Salary Calculation.
* Banking working & SR making.
* Cash Handling.
* Sales Report making.

**TECHNICAL & OTHER SKILLS**

**Technical Skills: -** Tally ERP 9, Trade-Nex, GST, Income Tax, Finacle, Universe.

**Computer Skills**: - Microsoft Office - Word, PowerPoint, Excel, Windows OS.

**ADDITIONAL COURSES**

* Banking and Accounting (Government of India).
* MTSTS & IAO USA Certified-Certified GST Expert (MTSTS).

# ACHIEVEMENTS

* Attended Workshop on “Project Work”.
* Attended workshop on “commerce department opportunities in business”.
* Participated in “Vivekanand Mahotsav-2019” Three Days Preprogramme.
* Attended Workshop on “Research Project in Finance & Accounts”.
* Participated in the “Smart Investors” program one-day workshop.
* Completed Summer Internship Project On “A Study on Mutual Schemes with Special Reference to SBI & HDFC Mutual Funds & to Know the Awareness”.