

## **Mr. Jitukumar Suresh Salunkhe**

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### **Summary**

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Precise & detail oriented Account Executive. Expertise in Accounts Payable, Accounts Receivable & Billing B2B, B2C. Witnessed & succeed in Audit for 6 years. Can do GST & TDS, Tax working properly. Succeed in maintaining good relation with debtors & creditors. A qualify & focused leader, capable of completing task within timeline & with accuracy. Proficiencies in Tally ERP, Microsoft Navision, MS Office (Excel, Word, PowerPoint) and billing related software.

### **Highlights**

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- Specialized in Debtors & Creditors reconciliation.
- Setup of SOP – A/P & A/R in Three Star Hotel
- Taxation - GST & TDS Return working.
- Training to Junior & Senior Staff about Information & Technology, MS Office.
- Making MIS & Analysis report in the way required by authorities.
- Funds Management.
- Worked with Bisleri International Pvt Ltd. as an Accounts Officer at Pune.
- Excellent Accuracy in data entry & report preparation.
- Accuracy in reports required by management has been always high, due to proficiency in MS Excel & analytical skill.

### **Professional Experience**

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#### **Accounts & HR Manager**

**The SSK Solitaire Hotel & Banquets ( 3 Star – Boutique Hotel) - Nashik, Maharashtra - India**

**Duration:** July 2016 to June 2019 - Nashik, India

Joined as MIS Executive in 2016 and get promoted to Account & HR Manager in 2017.

Using skill & knowledge learned from previous experience to achieve company goal.

#### **Job Responsibilities**

- Handled full process of Accounts Payable & Accounts Receivable.
- Funds Management – Avoid any penalties or charges due to late payment. Keep provision for budgeted expenses.
- Bank Reconciliation.
- Book Sale & Purchase bills (B2B, B2C) as per process.
- Prepare MIS, DSR & other report.
- Internal audit of Account, GSTR 1 & 3B Preparation.
- Arrange interview of candidates.
- Recruitment of proper and suitable candidates.
- Salary Working of Staff (110 Employees).
- Finalize accounting work as per guidelines from CA.
- Planning of Sales Promotion Activity.
- Inventory checking.
- Training to Staff when needed.

## **Officer Accounts**

**Bisleri International Pvt. Ltd. – Pune, Maharashtra - India**

**Duration:** April 2012 to July 2014 & April 2015 to June 2016

Worked as an Officer Accounts for 3 Years & 7 months. Got a chance to learn standard accounting procedure. Get expertise in Microsoft Excel & Accounting software (Dynamic Navision). Proved myself in A/P, A/R & billing process.

### **Job Responsibilities**

- Handled transactions of **Key and Corporate accounts** of Bisleri International Pvt. Ltd.
- New process developed for saving time in Software.
- Controlled outstanding amounts of clients (Accounts Receivables).
- Keep record of sales & claim transactions - Distributor channel.
- Prepare DSR & MIS, other sales & accounts related reports required by management.
- Collect & Deposit Cheque & Cash in Bank Account after recording in system.
- Bank reconciliation.
- Do sales and purchase entries in Navision (ERP Software) (B2B, B2C).
- Control over outstanding amounts of Debtors.
- Reconciliation of Debtors & Creditors.
- Funds Management.
- Maintain warehouse inventory.

## **Unit Accountant**

**Dwarka Group of Companies (Dwarka Milk & Milk Product)**

**Duration:** April 2010 to March 2012

This was my first job after doing graduation & certified courses in 2010. Utilized knowledge of accounting which learned during education.

### **Job Responsibilities**

- Enter Sale & purchase entries in Tally ERP 9.0 (B2B, B2C)
- Handle Accounts of Farmers & Suppliers.
- Handle day to day cash transactions.
- Update & submit reports on daily basis required by management.
- Update daily attendance of employees.
- Handle all clerical work of unit.

## **Skills & Software Knowledge**

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- Tally ERP 9.0 - Voucher Entry (All), Inventory, GST, Payroll.
- Dynamic Navision by Microsoft – Sale & Purchase, Receipt & Payment, Stock Transfer etc
- MS-OFFICE 2007 & 2010: Advance Excel, H-Lookup, V-Lookup, Pivot Table, Mail Merge etc.
- Social media & Digital Marketing.
- Corel Draw 12, Adobe Photoshop Cs3 (useful for presentation)
- Better grasping capacity in learning new software.
- Very enthusiastic in completing tasks.
- Team player & a good Team Leader
- Ability to develop SOP in case of necessity.

## Educational Profile

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Degree/Exam	University/Board	Year Of Passing	Total %
B.COM.	Shivaji University Kolhapur	2010	53.89%
H.S.C.	Kolhapur Divisional Board	2007	66.33%
S.S.C.	Kolhapur Divisional Board	2005	76.00%

## Personal Details

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- Date of Birth: February 24<sup>th</sup>, 1989
- Height :165 cm
- Weight : 64 Kg
- Blood Group : B+
- Hobbies : Music, travelling, video editing.
- Languages known: English, Marathi & Hindi
- **Passport – Valid till Feb 2029**
- **Visa- Ready for Self-Sponsored Visa**

Jitukumar Salunkhe