

# CURRICULUM VITAE

**Mr- Bharat A.Adhawade**

Email : bharat.adhawade@gmail.com

Mobile : 9673912791

## **Objective**

To be Successful Professional and to pursue a career which would throw up challenges and demand up to my talents and skills.

## **Summary Academic Qualification**

- **B.Com. In Mar 2004** : Pune University in 2004 with Second class
- **Higher Secondary School (H.S.C)** : Maharashtra Board in 2001 with First class (68.83%).
- **Secondary School (S.S.C)** : Maharashtra Board in 1999 with (66.50%).

**Employer** : BRS Health & Research Institute PVT LTD

**Duration** : 1<sup>st</sup> Jan 2019 – till date

**Designation** : Senior Accountant/Cashier

**Responsibilities** :

### **Finance & Accounting / Inventory**

- Handling day to day activity of Accounts, Bank & Cash.
- Collected daily cash collection & deposited in to bank
- Preparation PV/MPV
- Preparation GRN(MIGO) & Issue Register, Creating PO, STO, STN (SAP)
- Preparation and checking of Debit/Credit notes, MIRO,
- Preparation Agreements & MOU with respective Vendors/Service Provider.
- Preparation Bank Reconciliation & GST working
- Preparation of PPT (Budget)
- JSON file creating GSTR-1, GSTR-3B & GSTR-2A
- Filing of GSTR-1, GSTR-3B & GSTR-2A Reconciliation in Excel
- Filing of TDS return

### **Audit-**

- Computerized and manually auditing
- Solely handled internal and External Statutory Audits.

**Employer** : Nipro Medical India Pvt Ltd

**Duration** : 1<sup>st</sup> June 2018 – 31<sup>st</sup> Dec 2018e

**Designation** : Senior Accountant

**Responsibilities** :

### **Finance & Accounting / Inventory**

- Handling day to day activity of Accounts & Cash.
- Preparation GRN(MIGO) & Issue Register, Creating PO, STO, STN (SAP)
- Preparation and checking of Debit/Credit notes, MIRO,
- Preparation Agreements & MOU with respective Vendors.
- Preparation Bank Reconciliation & GST working

**Employer** : Venkateshwara Hatcheries Pvt Ltd  
**Duration** : 1 June 2006 – 31 May 2018  
**Designation** : Senior Accountant

**Responsibilities** :

**Accounts / Inventory**

- Handling day to day activity of Accounts & Cash.
- Co-ordination with Production & Other departments in the organization.
- Preparation GRN & Issue Register with MR
- Solely hold responsibility of accounting Writing up to Finalization.
- Preparation and checking of debit notes according to Purchases order.
- Raising development invoices as per the Agreement and Purchases order.
- Handling Bank & Cash Payment with Salary
- Bill Passing of Purchase Bill according to purchases order.
- Posting entries in Cash, Bank and Journal Ledger.

**Audit-**

- Computerized and manually auditing
- Solely handled internal and External Statutory Audits.
- Preparation of Tax Audit

**Income Tax –**

- Knowledge of Income tax returns Filling's.
- Calculation of TDS, payment of TDS and knowledge of filing E-TDS return.
- Calculation of Advance Tax & Profession Tax

**Reconciliation Work:-**

- Reconciliation of Debtors & Creditors.
- Reconciliation of Quantity.
- Preparation of Bank Reconciliation Statement.

**Employer** : Dayananda Shetty & Co (C.A)  
**Duration** : 1st April 2003 To 31<sup>st</sup> May 2006  
**Designation** : Accounts & Audit Assistant

**Job Profile:-**

- Have knowledge of VAT working.
- Have knowledge of Audit of Private Limited & Limited company.
- Have knowledge of computerized accounting in tally7.2,Tally.9.0
- Have knowledge of Inventory procedure (GRN,MR ISSUE,MR)
- Have knowledge of daily & Monthly bank reconciliation
- Making Sales Order & Sales activities.
- Handling day to day activity of Purchase, Sales & Bank
- Worked for Oracle based ERP system,
- Making Purchase Order And all over purchase activities
- Have knowledge of Debit & Credit Notes & J.V

**Computer skill**

**Operating Systems:**

- SAP, Tally , ERP System, .Net & Fox pro
- Proficient in MS-Word, Excel & Power Point with Internet Knowledge.

➤ Having Good command on MS Office, especially on Microsoft Excel.

### Personal Details

**Father's Name** : Arjun Genaba Adhawade  
**Permanent Address** : At- Lashirgaon , Post- Dapode, Tal- Velhe,  
Dist- Pune, Pin-412201  
**Nationality** : Indian  
**Marital Status** : Married  
**Date of Birth** : 18<sup>th</sup> Feb 1984  
**Languages Known** : English, Hindi, Marathi.

I certify that the above details are true to the best of my knowledge & belief.

**Date:** 8/7/2020

**Place:** Pune

**B.A.Adhawade**