

RESUME

PARAG S. AGNIHOTRI

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Assignments in Finance Management, Accounts with a growth oriented organization of repute.

PROFESSIONAL SNAPSHOT

- A result oriented professional with over 10+ years of experience in financial & accounting operation.
- Currently functioning as an Accounts Officer with Samsonite South Asia Pvt.Ltd
- Rich Experience in Accounting & Finance operation. Possess in- depth understanding of Accounts Payable, Accounts Receivable, Cash & Bank Transactions, Branch Accounting, GST, TDS Etc. in **BAAN LN (ERP) Finance Module**.

CAREER HIGHLIGHTS

- Since June 2012 till date **Samsonite South Asia Pvt. Ltd. As a Officer** (Manufacturer of world's No.1 Travel Goods. (Hard luggage, Soft luggage & Shoes, Accessories Etc.)
- Oct 2007 to June 2012 **Jyoti Structures Ltd As a Co - Ordinator** (Construction Co. Which is taking Govt. Tenders for Mobile Towers)

NOTEWORTHY CREDITS: With Samsonite South Asia Pvt. Ltd.,

ACCOUNTS RECEIVABLE

- Making Rent & others payments by deducting TDS as per income tax act.
- Providing TDS & GST details.
- Making advance payments & Store expenses payments as per GST norms.
- Analyzing Actual vs Provision details for smoother work.
- Issuing Credit/Debit Notes to different parties such as Old Stock & Addl. Disc. to debtors.
- Actively involved in Maintaining Manual Discount in Sales Orders for Billing Process.
- Reconciliation of Party Ledgers for full & final payment.

ACCOUNTS PAYABLE



- Preparing Creditors Reconciliation Report on Monthly Basis.
- Preparing Bank Reconciliation Statement.
- Prepare a MIS Report on Monthly Basis with Provision, Stock report, etc.
- Preparing Payment Release Note for Creditors payments.
- Preparing Sales & Purchase Register.
- Booking of Cash & Bank Vouchers.
- Creditors & Debtors Bill booking with TDS/TCS deduction & collection.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce from Pune University In 2006.
 - HSC from Pune University In 2002.
 - SSC from Pune University In 2000.

COMPUTER KNOWLEDGE

- MS Office, Internet & E-mail, ERP System, BAAN IV, BAAN LN.

SPORTS

- Playing Cricket, Chess, etc.

HOBBIES

Reading Books, Listening Music, Singing Songs.

PERSONAL DETAILS

Date of Birth: 23rd Sep. 1983.

Status: Married

Passport No. : N7311478

Expiry Date: 22nd Feb. 2026

Date: -

Yours Faithfully

Place :-

(P. S. Agnihotri)

