

Resume  
**BHUSHAN DEVIDAS KULKARNI**

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Resourceful & dynamic finance and commercial professional with over 18 years career experience, that includes finance & Commercial all types of activities industries with understanding of market trends, possesses excellent time management interpersonal and problem-solving skills.

**WORK EXPERIENCE :**

Total work Experience:- 18 Years

**Work Experience :- 1**

**Company:** Panva Engineering Pvt Ltd.

**Position:** Sr. Assistant Manager Accounts & Operations

**Reporting To:-** MD

**Period:** Since 10<sup>th</sup> Dec 2017 To as date

**Location** Ambad Nashik

**Job Profile :** Entire responsibility of the Finance cum Commercial, Purchase Department Handling of manufacturing companies finance department.

**Work Experience: - 2**

**Company:** SMP Engineers and Electricals Pvt Ltd.

**Position:** Accountant cum commercial

**Reporting To:-** Finance Executive

**Period:** Since 8<sup>th</sup> JAN 2015 To 08<sup>th</sup> Dec 2017

**Location:** - Corporate Office, Ambad Nashik

**Job Profile :** Entire responsibility of the Accounts cum Export related work, Excise, Sales Tax, Purchase Department Handling of manufacturing companies finance department.

**Work Experience: - 3**

**Company:** SR Fibreglass Auto Pvt Ltd

**Position:** Account Assistant

**Reporting To:-** Finance Manager and Director

**Period:** Since 8<sup>th</sup> Feb 2006 To 31th Dec 2014

**Location:** - Corporate Office, Satpur Nashik

**Work Profile:-**

- 1) GST monthly GSTR 1, GSTR3B, ITC4 preparation.
- 2) Monthly GST internal audit preparation and work.
- 3) Monthly GST ITC credit work checking.
- 4) Bank reconciliation work and Fund flow statement preparation every month.
- 5) Transportation arranging work and handling core team.

- 6) New vendor registration and development as per company policies.
- 7) Use Tally ERP & other Inventory stock maintaining software.
- 8) Export documentation work and monthly reporting to Excise department.
- 9) Excise audit handling and Sales tax assessment preparation work.
- 10) TDS work: working, deposit and filing of returns.
- 11) Debtors: Scrutiny, follow-up for collection on due dates, age-wise outstanding reports.
- 12) Responsible for preparation & execution of all purchase orders for user departments and sending the same to the vendors.
- 13) Government Tender related paper work.

**14) MIS Reporting Related Work:-**

- I) Preparation of Daily Commercial activity, Sales & Purchase martial report.
- II) Monthly Basis review on Finance department of all status.
- III) Preparation of Material Reconciliation Report on Half monthly Basis.

**Education Qualification:-**

- 1) Appeared for M.Com. Part – I
- 2) B. Com. Passed in Pass class, May 2004-2005 through Pune University.
- 3) H. S. C. Passed in Second class, March 2001-2002 through Nashik board.
- 4) S. S. C. Passed in Second class, March 1999-2000 through Nashik board

**Typing Skill:-** English Speed 30 @ w.p.m.

**Excise Course:-** Certification Course in Excise, Service Tax, Import & Export through United Management Institute.

**Computer Course:-** Tally ERP9, Computer Diploma Hardware & networking

## **PERSONAL PROFILE**

- Name :- Bhushan Devidas Kulkarni
- Permanent Address :- Flat No. 17, 3<sup>rd</sup> Floor Leela Empire Bhoir Mala  
Makhmalabad Road, Panchavati Nashik-3  
Mob- 9850792430 / 7218342551
- Date of Birth :- 12/01/1983
- Sex :- Male
- Marital Status :- Married
- Nationality :- Indian
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