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| **KIRTI R. PATTANKAR** | | | | |
| **202-C Divine Galaxy, Nr. Lotus court, Opp. CM patel Farm, Kalali, Vadodara-390012**  [**KIRTI\_RANDHIR@REDIFFMAIL.COM**](mailto:KIRTI_RANDHIR@REDIFFMAIL.COM)  [**KIRTI.RANDHIR1986@GMAIL.COM**](mailto:KIRTI.RANDHIR1986@GMAIL.COM)    **9275130811**  **9664770714**    **LINKEDIN URL**  [WWW.LINKEDIN.COM/IN/KIRTI-](http://WWW.LINKEDIN.COM/IN/KIRTI-) PATTANKAR-99B65599  OBJECTIVE  Versatile team player eager to contribute a strong Taxation, Accounting & Purchase background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance  SKILLS  **Tally ERP9 V6.2 & ERP9**  **MS Office & Internet**  **SAP Material Management and Finance module** |  |  | EXPERIENCE  **PURCHASE COORDINATOR / RUBAMIN LIMITED, VADODARA**  01.02.2016 – present   * Develop purchase orders by managing product availability, quality and price option * Resolved vendor issues and ensured timely, economical and quality procurement of material * Making comparative statements & negotiation * Coordinating and managing all activities during the purchasing process, such as creating purchase orders, monitoring transportation and Well versed with the methods of reducing administrative costs * Making Purchase orders & Work order and Follow up of material delivery * Making PR, PO, GRN, MIR7 & Service entry in SAP MM Modules * Looking after vendor payments & ensure timely release of payments * Currently working in **SAP Material Management and Finance module**  |  | | --- | | **Professional Accountant / Consulting -Part time work** | | **01.02.2016 – present** | | * Maintain of all type accounting vouchers entry. | | * Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors. | | * Maintain Sales & Purchase accounts in Tally. | | * Recorded financial transactions and reconciled accounts in accounting software to generate financial statements in accordance with Tally ERP | | * Profitability analysis. |   **ACCOUNTANT/ EDUTECH LEARNING SOLUTIONS P. LTD., VADODARA**  01.04.2013 – 31.01.2016   * Apply sharp organization, analytical and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations. * Compiled and prepared detailed financial statements, management reports and journal entries. * Steered reconciliation of bank and credit card accounts. * Prepared complex P&L statements, balance sheets and trial balance, managed full cycle accounts payable/receivable and performed month-end closings. * Strong in interaction with Auditors for Finalization of accounts. * Expertise in dealing with banks for issue of Overdraft, Fixed Deposit and Bank Guarantee and other various issues * knowledge in monthly **GST, TDS** & Professional Tax analysis * knowledge of Excise Duty & Services tax, VAT- CST   **ASSISTANT ACCOUNTANT/ CHEMDYES CORPORATION,**  **VADODARA**  01.06.2012 – 30.11.2012   * General ledger transactions, accounts receivable, cash & bank posting and multiple account reconciliations. * Sales Invoice creation * Purchase invoice entry * General admin work   **MANAGEMENT LECTURER / SHRI HARI GIRLS COLLEGE, INDORE**  01.07.2007 – 01.09.2008   * Delivered lectures to undergraduates on subject field – Management & accounts. * Conducted and graded student examinations. * Prepared and revised lesson plans.   Encouraged students to achieve their academic goals. |  |

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| PERSONAL DETAILS  Date of birth : 27th Sept. 1986  Nationality : Indian  Marital Status : Married  Languages Known :English,Hindi,Marathi,Gujarati |  |
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