

Mr.Pawan Kishorsingh Thakur

Nigdi, Pune-411033, Maharashtra

Cell No. 08796605947

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OBJECTIVE

Objective – *To seek a challenging position in industry, where my skills and experience and knowledge will be utilized for benefit of self and my organization.*

PROFESSIONAL EXPERIENCE

- **Accelyakale Solutions Ltd.**
Pune

24th April 14 -Till Date

Position Title: Senior Associate

Profile :

- **Inward Billing**
- **Outward Billing**
- **Contract Coding**
- **Vendor Reconciliation**
- **Client communication, query settlement**
- **Fuel Audit**
- **Internal audit (Quality check)**
- **Software Testing**

- **Brose India Automotive Systems Pvt. Ltd.**
Hinejewadi, Pune-57

12th June2012- 31st Jan 14

Position Title: Accounts Executive

Profile :

- **Accounts Payable**
- **Bill Passing Indirect & Direct Expenses**
- **Bank Payments Domestics (INR)**
- **TDS register maintaining monthly**
- **Service Tax register maintaining monthly**
- **Petty Cash Monitoring Monthly**
- **Inward /Outward register Checking Monthly**
- **Returnable challan register Checking Monthly**
- **Reconciliation of Party ledgers Monthly (Payables)**
- **MIS Report Assistance to Functional Head**
- **Internal Audit Assistance**

- **Prism Instrumentations (I) Pvt. Ltd.**

Pune 411021

Dec, 2010 – 10th June,2012

Position Title: Accounts Executive

Brief outlines/ Profile

- **Purchase (Bill Passing)**
- **Bill Discounting**
- **Bank Guarantee**
- **Drawing Power Calculation**
- **TDS Calculations**
- **Petty Cash handling**
- **Outstanding Statements (Payments & Receipt)**
- **Debtors List / Creditors List Weekly & Monthly**
- **Bank Reconciliation**
- **Reconciliation of Party ledgers (Purchases & Sales)**
- **Excise return filing**
- **Wages / Salary Payments & Other Statutory Accounting works**

▪ **Enpro Industries Pvt. Ltd.**
Chincwad, Pune-411033

April 2010 – Dec,2010

Position Title :Accounts Assistant

Profile :

- **Bill Passing Domestic [Purchase, Cash / Credit, & Other Charges],**
- **Bill passing Imports [Duty paid purchase, C O P Purchase, High Sea Sale Purchase]**
- **TDS Calculations**
- **VAT Calculations**
- **Monthly Bank Reconciliation, Stock Statement .**
- **Debtors List**
- **Excise Register Maintaining**

▪ **Priya Capacitors Pvt. Ltd.**
J-346, BHOSRI, PUNE-26

May,2008 – April,2010

Position Title : Accounts Assistant

Profile :

- **Preparing of invoices,**
- **Excisable goods Register Maintaining,**
- **Outstanding list of suppliers,**
- **Pay sheet (Wages Register, Salary Register)**
- **TDS Challan filing**
- **Handling cash and cash transaction,**
- **Bank transactions, Bank Reconciliation,**
- **Reconciliation of suppliers ledgers regarding their payments,**
- **Verification of stock.**
- **Placing Order for Raw Material, Follow up with suppliers for raw material & Handling Other Official Transactions.**

J.B.Agrawal & Co. (Chartered Accountants)
JALGAON.

Feb,2006 – April, 2008

Position Title : Audit Assistant

Profile :

- **Verification of Cash / Sales / Journal / Purchases Voucher**
- **Bank reconciliation,**
- **VAT Calculations Checking**
- **EXCISE A/C Checking & Other Auditing Work**
- **Stock Verifications**

EDUCATION

Degree

Bachelors Degree in Commerce from North Maharashtra University, Jalgaon

Aggregate: 46 %

HSC

Scored : 42.67%

Computer Proficiency

- **Finess MBS**
- **Ravera Next PRA**
- **SAP erp**
- **Tally 9.0, 7.2.,**
- **ERP Sixth Sense.,**
- **Visual trio.**
- **MS Office, Dos, Windows 95, Windows 98**

Personal Details

❖ **Temporary Address:**

Nigdi,, Pune-44

Permanent Address:

15 A, Tadele Colony
Old Khedi Road
Jalgaon-415003

Notice Period : 60Days(available from Nov2019)

Date of Birth: 06 Dec.1985

Martial Status: Married

Email: pawan9552@gmail.com

Proficiency in Languages: English, Hindi, Marathi,

Current CTC :- Rs.4. 8 lakh / pa, Excluding Over time

Expectations Of Salary – As per company standard

Extracurricular activities

Playing Cricket

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