

Finance/ Accounting/ Taxation Management Professional

Rahul Bajarang Kadam

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Contact No. +91-

Career Objective:

To be a member of global value driven organization success in managing financial accounting of multinational organization, seeking leading position or assistant managerial role across company finance and accounts management. Also aspire to contribute in building the managerial, enterprising and relevant industrial skills ever needed.

Brief Profile:

- Proficiency In: SAP over 5+ Years, Oracle and Tally ERP
- Total Years of Experience in Finance and Accounts: 8+ Years.
- Successfully completed 'Diploma in Tax Management' with Welinkar Institute.
- Graduated in Commerce stream with second class.
- Knowledge of: Tally 7.2; Tally 9 ERP and MS-Office.

Professional Experience:

- Employer** : Sopra Steria India Pvt Ltd
Sector : Finance and Accounts
Designation : Senior Process Executive
Duration : From April 2017 to till date
Location : Pune
Tools : Oracle

Key Deliverables:

Finance and Accounting:

- Prepare Day to Day 'Bank Reconciliation Statements' for reconciling Cash and Bank Balances.
- Handling Customer Set up, Invoices, Debit and Credit Notes.
- Generate Receipts & Cash Management with Reconcile the unallocated cash
- Quality Check of all the peer to peer generated receipts.
- Proven as a team player, taking ownership for own role while contributing to wider team efforts.
- Monitored activity in all accounts, reconciled sub-ledgers to general ledgers and resolved all differences.
- Efficiently Handling AR Month end activity and produced timely, accurate accounting reports like Cash Management report, Transaction report for Bank account.
- MIS reporting like preparation of monthly dash board, productivity report for entire team, Weekly management report.
- Managing team by proper allocation of work, provide them training & regular updates in meetings.

- Employer** : Prostar Micronova Power Systems Pvt Ltd
Sector : Finance and Accounts
Designation : Senior Account Executive
Duration : From April 2016 to March 2017
Location : Pune
Tools : Tally ERP 9

Key Deliverables:

Finance and Accounting:

- Looking after accounts payable for vendor and employee payments
- Handling Petty Cash, Develop Cash Vouchers, Daily Cash Summary, Day Book, Bank Reconciliation Statement, Customer and Supplier outstanding summary, Invoices, Debit and Credit Notes.
- Prepare 'Bank Reconciliation Statements' for reconciling Cash and Bank Balances.
- MIS reporting like preparation of monthly dash board, advance settlement reports, details on accrual entries.
- Tracking employee advance vs. claims submitted; preparing employee account reconciliations.

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- Maintaining Stock – Inward & Outward, Daily Report of Stock
 - E-Applications of C forms & F forms.

Assistance in Taxation:

- Assisting in computation of Service Tax, TDS and VAT liability.
- Assisting in Service Tax Return, TDS Return

3. **Employer** : TIMES NOW Group via Osource India Pvt Ltd.
Sector : Finance and Accounts
Designation : Senior Accounts Executive
Duration : From April 2012 to April 2016
Location : Mumbai
Tools : SAP

Key Deliverables:

Finance and Accounting:

- Looking after accounts payable for vendor and employee payments
- Handling Accounts Receivables/Payables functions to ensure timely receipts/payments, statements for the smooth running of the business.
- PO creation in SAP, POR report generation and follow up with different Stakeholders for write off entries.
- Develop Cash Vouchers, Daily Cash Summary, Day Book, Bank Reconciliation Statement, Customer and Supplier outstanding summary, Invoices, Debit and Credit Notes.
- Prepare 'Bank Reconciliation Statements' for reconciling Cash and Bank Balances.
- Prepare Customer, Vendor and Inter unit reconciliation on quarterly basis.
- MIS reporting like preparation of monthly dash board, advance settlement reports, details on accrual entries and open PO report.
- Tracking employee advance vs. claims submitted; preparing employee account reconciliations

4. **Employer** : BOC India Ltd via Manpower Services
Sector : Finance and Accounts
Designation : Finance Trainee
Duration : From September 2010 to September 2011
Location : Mumbai
Tools : SAP

Key Deliverables:

- Looking after debtors ageing, report generation and follow up with different stakeholders for customer payments.
- Processing bill booking, vendors and transporter payments.
- Debtor and Creditor ledger reconciliation.
- Reconcile of Petty Cash.
- Prepare 'Bank Reconciliation Statements' for reconciling Cash and Bank Balances.

5. **Employer** : Asian paints Ltd
Sector : Back Office for Dealer Orders and Deliveries
Designation : Team Leader
Duration : From June 2008 to August 2010

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Location : Mumbai
Tools : SAP

Key Deliverables:

- Ensure 100% solving of dealer query regarding orders and deliveries.
- Handling dealer escalation and resolve through proper channel.
- MIS reporting like preparation of weekly and monthly performance report.

Academic Credentials:

- **Diploma in Tax Management** from Welingkar Institute, Mumbai, 2014
- VAT, Maharashtra
- CST
- Service Tax, Excise Duty and Custom Duty
- TDS Payment
- Income Tax Returns

Strengths

- Motivated
- Self-starter
- Pro-active
- Honest & Hard Working
- Team player

Weakness

- Taking too many risks
- Asking for Help
- I focus too much on the details

- **Bachelor of Commerce with 53.71%** from Mumbai University in 2009
- **H.S.C. with 49.83%** from Mumbai University in 2005
- **S.S.C. with 70.00%** from Mumbai University in 2009

Personal Profile:

Father's Name : Bajarang Kadam
Contact Address : Shivleela Apartment C-208, Near Om Apt Diva-Datiwali Road, Diva (E), Thane - 400 612
Date of Birth : February 11, 1987
Status : Married
Languages : English, Hindi and Marathi
Hobbies : Love to play indoor/outdoor games like chess, cricket and love listen music

I am hereby declaring that above given information is true and correct.

Place : Pune
Date : **04/05/2019**

(Rahul Bajarang Kadam)