

# Resume

**Kulkarni Yogesh Suresh**

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## **Career objective: -**

To be associated with a growing organization where I can utilize my experience and skills to augment the business and also to experience my professional as well as my financial growth.

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## **Professional Experience:**

### **1) Manpower group behalf of Samsung India Electronics Pvt LTD**

**Department: Account and administration**

**Designation: Branch Service Admin**

**Duration: 03.10.2018 to till date**

### **Job Profile**

#### **Finance:**

Maintaining relations to other departments

Day to day accounting activities, banking transactions

Bank reconciliation

Calculation of TDS, Service tax

Taking care of audit

Maintaining all financial records

Handling petty cash

#### **Administration**

Maintain office stationery, assets,

Organize all types of events in office

Maintaining relationship to Marketers

Manage accommodation of Marketers, delegates

Maintain all types of documents related to Marketers

Manage all types of administrative work

Maintaining good relations with vendors, clients.

Doing work in system administrative.

## **2) Serum Institute of India Pvt. Ltd.**

**Department: Regulatory Affairs**

**Designation: Assistant Officer II**

**Duration: 12.02.2018 to 02.10.2018**

### **Job Profile**

- **Administration**

- Maintain office stationery, assets,
- Organize all types of events in office
- Maintaining relationship to other department
- Maintain all types of documents related to other department
- Manage all types of administrative work
- Maintaining good relations with vendors, clients.
- Doing work in system administrative.
- Maintain Layout Database.

## **3) Organization: Karam Industries**

**Department: FDO cum Admin**

**Duration: 01.06.2017 to 09.02.2018**

### **Job Profile**

- **Finance:**

- Maintaining relations to other departments
- Day to day accounting activities, banking transactions
- Bank reconciliation
- Calculation of TDS, Service tax
- Taking care of audit
- Maintaining all financial records
- Handling petty cash

- **Administration**

- Maintain office stationery, assets,
- Organize all types of events in office
- Maintaining relationship to Marketers
- Manage accommodation of Marketers, delegates
- Maintain all types of documents related to Marketers
- Manage all types of administrative work
- Maintaining good relations with vendors, clients.
- Doing work in system administrative.

**4) Organization: IT Innovation India Pvt. Ltd.**

**Department: Finance & Admin**

**Duration: 12.10.2015 to 31.05.2017**

**Designation: Finance & Admin Executive**

**Job Profile**

- **Finance :**

- Maintaining relations to other departments
- Day to day accounting activities, banking transactions
- Bank reconciliation
- Calculation of TDS, Service tax
- Taking care of audit
- Maintaining all financial records
- Handling petty cash
- Salary working

- **Administration**

- Maintain office stationery, assets,
- Organize all types of events in office
- Organize foreigners activities
- Maintaining relationship to foreigners
- Manage accommodation of foreigners, delegates
- Maintain all types of documents related to foreigners
- Manage all types of administrative work
- Maintaining good relations with vendors, clients.
- Doing work in system administrative.

**5) Organization: Yogesh Wachnalaya**  
**Department: Book service**  
**Duration: March 2000 to September 2015**  
**Designation: Proprietor**

**Job Profile**

- Maintain all types of books, records related to customers
- Home delivery to customers
- Taking care of books in day to day
- Maintain good relation with customers
- Maintaining financial records

**6) Organization: Life Insurance Corporation Of India**  
**Department: Insurance**  
**Duration: June 2006 to June 2011**  
**Designation: Insurance Agent**

**Job Profile**

- Maintain all types of records regarding policies
- Maintain good relation with policy holders
- Give policy information to customers
- Improve myself in target achievement

**Qualification:**

- **Bcom** from Pune University
- **HSC** from D.B. Dadawala Gujarati College of Commerce (Pune)
- **SSC** from Baliram Patil Vidyalaya (Aurangabad)

**Computer literacy:**

- Diploma in computer hardware.
- Working on Oracle ERP System in last Organization
- MS Office

**Other activities:**

- English typing with 60 w.p.m
- English Short hand 60 w.p.m
- Business computer Application

**Personal Information:**

Date of Birth : - 10 December 1983  
Gender : - Male  
Marital Status : - Married.  
Nationality : - Indian

**Yogesh S Kulkarni**