



# KIRAN PANDURANG KHANDE

Account manager

Vastu hill chs lodha heaven 'A' wing, flat no-301, 3rd floor, shirgaon, Badlapur (East) 9167469119 | kirankhande@rediffmail.com



## CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.



## EXPERIENCE

- **DOSTI GROUP**  
Account manager  
2003 - 2019  
Cheeking & Verifying Bills of Contractor, Marketing, Brokerage Bills, preparing land & development report for rera purpose to finance department, bank reconciliation, petty cash, support to senior in finalization report.
- **SAURASHTRA COLOUR CO.**  
Account & Clerk  
2001 - 2002  
Maintaining manual register of loading and unloading, checking driver expenses.
- **SANCHAYANI SAVING & INVESTMENT CO.**  
Account Assistant  
1998 - 2000  
Cash collection, customer saving account entry, verifying maturity certificate



## EDUCATION

- **Mumbai University**  
B.COM  
  
1999



## TECHNICAL SKILLS

- Ms.office ,Excel,Word, TALLY 5.4 old version



## PERSONAL PROFILE

- Date of Birth : 22/01/1976
- Marital Status : Married
- Nationality : Indian
- Known Languages : English,Hindi,Marathi
- Hobby : Cricket, music, Reading,Carrom

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