

**Vikas Manwel Borde.**

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**Objective**

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

**Experience****Suzlon Energy Pvt Ltd,- Hadapsar Pune**

2016 - 2018

Account Assistant

Prepare reports on accounts payable and accounts receivable.  
Generate client billings for various projects.  
Review the details provided by the managers, distribute the payments and edit the billings.  
Mail the invoices to the regarding clients.  
Process the payable invoices weekly.  
Analyse and update the subcontractor files with agreements, and necessary state sales tax requirements.  
Prepares asset, liability, and capital account entries by compiling and analyzing account information.  
Maintains accounting controls by preparing and recommending policies and procedures.

**Universal Road Line Pvt Ltd - Pune**

2018 - 2019

Senior Billing Assistant

Logistical coordination of shipments from supplier to site  
Correlating billing paperwork from contractors  
Processing completed invoices to client  
Documenting all activity in job book and weekly excel spreadsheets.

**Amspa Engineering Pvt Ltd. - Pune**

2019 - 2021

Accountant & Account Administration

Answering and directing phone calls to relevant staff.  
Scheduling meetings and appointments. Taking notes and minutes in meetings. Ordering and taking stock of office supplies. Being a point of contact for a range of staff and external stakeholders.  
Counts, sorts and checks in incoming articles; verifies against requisitions, shipping notices or invoices; places articles on sales floor shelves or in storeroom.  
Replenishes merchandise on shelves from storeroom stock; rotates merchandise and keeps it orderly and neat in appearance.  
Checks inventory periodically to determine reordering needs and verify with records; requisitions standard stock items, supplies or materials within established limits; notifies designated staff of fast moving items.  
Prepares payments by verifying documentation and requesting disbursements.

**Walko Qsr Company Pvt Ltd. - Pune**

2021 - 2022

Senior Account Receivable

Maintain precise records of all incoming payments.

Prepare and send invoices to clients.

Contact clients as needed to ensure payment of outstanding invoices.

Reconcile any irregularities in receipts.

Work collaboratively with accounts payable and other accounting staff to ensure accuracy in finances.

Audit all receipts on a determined schedule to ensure accuracy in accounting.

Generate and deliver reports to different departments as needed.

Actively investigate and resolve irregularities in both incoming and outgoing payments.

**Education****Maharashtra Board**

2002

S.S.C

2 nd Grade

**Maharashtra Board**

2004

H.S.C

2 nd Grade

**Pune University**

2007

B.Com

2 nd Grade

**Skills**

Accounts, General Math Skills, Compliance,Taxation, Manual Accounting, Financial Accounting, Tally, E Filing, GST, TDS Filing.

**Languages**

English, Hindi, Marathi

**Hobbies**

Playing Cricket, Watching Movies, Listings Music, Reading Books

**Key Responsibilities Handled**

Enter posting of purchase, sales, payment, receipt collection &amp; journal voucher.

Verification of bills &amp; reconciliation of total turnover.

Bank, Debtors &amp; Creditors Reconciliation.

Preparing outstanding list of Debtor &amp; making Payment follow-up.

Preparing of Tax invoices, Vouchers &amp; Agency Payment.

Sales &amp; Purchase total reconciliation of accounts calculating VAT.

Reconciliation of Bank Statement at the end of month.

Service Tax , Vat Return ,E-TDS Return Filling , Income Tax E Return Filling &amp; other governement taxes calculation.

Maintain Balance sheet &amp; profit &amp; Loss.

**Computer Skills**

Expertise in working with MS Excel spreadsheets.

Experience of working on Power Point.

Experience of working on Tally.

Experience of working on SAP.

Experience of working with ERP systems.

Experience of handling large volume of invoices onto a Sage 200 system.

<b>Declaration</b>
I hereby declare that the information furnished above is true to the best of my knowledge.