ATUL KESHAVRAO BHALERAO

Gokhale Nagar, Uday Provision, Senapati Bapat road, Pune - 411001

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**Email**: atulbhalerao151@gmail.com

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**Gender:** Male | **Date of birth**: 5th May 1993 | **Nationality**: Indian

**Lingustic Proficiency**: English, Hindi, Marathi



**PROFILE SUMMARY**

Versatile, high-energy Accounting professional who leads companies through change and challenges to profitable growth. Strategic problem-solver who envisions smart solutions and executes with urgency across all levels of the organization. Hands-on leader with an extensive background in Finance complimented by diverse talents in technology, project management and leadership. Outstanding strategist with the ability to deliver record breaking enhancements in highly competitive business markets. Skilled in negotiating partnerships and allinaces with a keen ability to forecast industry trends and capture opportunities

**CORE COMPETENCIES**

Financial Reporting | Business Planning & Development | Change Management | Budget Planning | P&L Management & Critical Problem Analysis | Regulatory Compliance | Quality Customer Service | Strategic Planning | Team Development & Leadership Productivity & Performance Improvement Quality Improvement | Reconciliation | Tactical Planning

**TECHNICAL SKILLS**

* MS-CIT
* Typing 25 to 30
* Quickbook
* Tally

**EMPLOYMENT HISTORY**

**United parcel service logistics Pvt. Ltd Sept 2018- Jan 2020**

**Administration Assistant**

* Scheduling and coordinating meetings, appointments, and travel arrangements for supervisor and managers
* Maintaining utmost discretion while dealing with sensitive topics
* Mananging travel and expense reports for department team members
* Managing monthly calls with various agencies and vendors to track billing versus contracted budget
* Arranging conference rooms and facilities for meeetings as required
* Extracting information from registrations, applications and executed contracts, contract information and action memoranda. Inputting relevant contract data into the department's information system.

**Fast Track Technologies Pvt. Ltd Dec 2017- Jul 2018**

**Finance Executive**

* Reviewed the work done by the team members and motivated them to achieve the monthly goals.
* Analyzed Finanical statements against forecast and prepared high level variance ananlysis
* Developed Innovative Macros in Excel to improve the process analysis and save time.
* Prepared Audit documents and promptly responsded to the Audit queries.
* Performed other duties as assigned by the chief accountant
* Maintained all the records of office Finance and administration, Regular maintain cash payments & receipts, Keep track of Petty Cash Accounts.

**EDUCATION CREDENTIALS**

* **Master of Commerce** from Symbiosis collage of arts and Commerce from Pune University (2017)
* **Bachelor of Business Administration** from Dayanand College of Commerce, Latur, India (2015)



***Reference Available Upon Request***