

RESUME

Nitin Janardhan Sasane

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Carrier Objective

Seeking a position that will offer me an opportunity for implementation of my skills and increase level of responsibility and professional growth.

Experience Profile

I have 10 + Years of Experience in Accounting and finance sector & currently working with Poonawalla Finance Pvt Ltd as a Assistant Manager Account.

Company of Name : Poonawalla Finance Pvt Ltd
Years of Services : May 2020- Current working

Company of Name : WheelsEMI Pvt Ltd
Years of Services : 2019- 2020

Company of Name : TAB CAPITAL Ltd & Poonawalla Finance Ltd
Years of Services : 2018- 2019

Company of Name : Rushabh Auto component Pvt Ltd
Years OF Services : 2014-2018

Company of Name : N D Vaidya Associates
Years of service : 2012-13

Company of Name : Kulkarni Badgujar & Company
Years of service : 2011-12

KEY SKLLS

- **Financial Accounting**
- **Time Management**
- **Petty cash management**
- **Expenses Reconciliations**
- **Final Accounts**

Responsibility handled

- Net banking.
- Loan Disbursement Payment entry maker in LMS & Tally
- Operating banking base software FINONE_LMS, Tally, Microsoft NAVISON
- Checking Billing Report Before EMI Due Date for sorting NACH & Cheque Deposition
- EMI Reminder Calling data Prepared & share to Credit department & Operation Team
- Co-lending Accounting.
- Monthly EMI Billing Cycle Accounting Maintained in LMS & Tally
- Collection Accounting maintained in LMS & Tally
- Collection MIS reconciliation with Bank
- Co-ordinate With Operation Team regarding NACH activation Status
- Customer Part Payment pupation in LMS (Rescheduling Case)
- Form 26 As reconciled as per customer request TDS refund process
- NACH Banking file Pre & Post banking Presentation
- Co-ordinate with Customer Care department- Provide Customer all details.
- Making Nach File of EMI Per month & co ordinate with Bank.
- Bank Reconciliation, debtors reconciled.
- Quarterly TDS Return, Salary working.
- C Form Working
- GST working.
- 3B Return and GSTR-1 Monthly Return.
- Preparing the required Credit & Financial account reports

Duties and Responsibilities

- Presides over account reconciliations; makes sure all supporting documents are in order, reviews all account entries then prepares a summary of recommendations.
- Day to day accounts function, payments, receipts, journal voucher entries.
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- Doing Tally Entries of Bank Reconciliation Statement.
- Maintenance of cash & bank books
- Monitored payment status of accounts, assisted with month end closures
- Purchase File, Invoice File, Stock Files (Vehicles & Spares)
- Vendor's reconciliation & Bank reconciliation.
- Coordinate with a client for issuance of TDS certificates.
- Coordinate with CA & Consultants for working on GST, TDS, PF, ESI
- Preparing the required Credit & Financial account reports, statement of fund Flow.
- Leads and oversees the closing responsibilities of the accounting team; performance of all key tasks must be done within the prescribed time-frame.
- Periodically reviews all accounting guidelines, policies, and procedures; introduces amendments as necessary for the purpose of improving accuracy, risk control, and for timely reporting.

- Performs both internal and external audits; provides complete, comprehensive reporting to all company managers, officers, and directors.
- Prepares Financial Statements of the company; conducts comprehensive analysis including recommendations for streamlining costs and funding revenue generating programs.

Bookkeeping:

- Maintaining proper books of accounts and registers.
- Preparing invoices to be sent to customers and clients. This includes receiving and reconciling all invoices.
- Receiving and processing all invoices, expense forms and requests for payment from parties.
- Prepares and processes purchase orders, invoices, and cheque requests.
- To keep records of daily incoming and outgoing stock.

Records Maintenance:

- Maintenance of current and archived financial records.
- To ensure all financial data filing in register & Tally is done in a timely and accurate manner.
- Receives, stores, tags and tracks surplus spares. Keeps record of standard inventory, cost, prices and quantity in hand.
- Receives and stores documents and confidential files; maintains record of approved document.
- Maintains manual and electronic documents, files and records (e.g. purchase orders, work requests, requisitions, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Preparing daily stock report in MS Excel and reporting to top management.
- Overseeing store purchase and supply operations. Facilitating entire day to day store operations.
- Maintaining various Statistical records pertaining to Stock and Purchases.
- Compiles report of expenditure incurred on maintenance of commercial vehicles.

Educational Qualification

Sr. No	Course	University/ Board	Class/grade/Year
1.	M com	Pune University	2 nd Class 2017
2.	B com	Pune University	2 nd Class 2014
3.	HSC	Maharashtra	2 nd Class 2010
4.	SSC	Maharashtra	2 nd Class 2008

Computer Exposure

Operating System : Windows XP, MS-DOS, Advance Excel, LMS
Accounting software's : Tally 7.2 & Tally ERP 9.0, Microsoft NAVISON
Microsoft office : MS Office Excel, Word, Outlook, Power point etc.

Computer Exposure

Excellent & effective communication, analytical, writing and presentation skills.
Strategic thinking, commercial awareness and an enquiring mind.
Self-Driven, motivated and flexible
Innovative and always 'part of solution'

Personal Details

Name : Nitin Janardhan Sasane
Contact No. : +91 7798 1328 30
Date of Birth : 7th January 1993
Gender : Male
Nationality : Indian
Marital Status : Married
Languages Known : Marathi, Hindi, English
Permanent Address : Sr. No 103 Jay Prakash Nagar Yerawada Pune-6
Tal. Haveli Dist. Pune
Pin. 411006

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Pune
Date :

Nitin J. Sasane