

## **Kamlesh Dongre**

House No - F-07

SHANTI VIHAR COLONY

NEAR ST. JOSEPH SCHOOL

Amlidih

Raipur-492001

Mobile No.: +919039742088

Email: [kamleshdongre1983@gmail.com](mailto:kamleshdongre1983@gmail.com)

### **Objective:**

To work with a professionally Oriented Organization where I can utilize my Skills and gain practical knowledge and contribute towards achieving the organizational objective.

### **Work Experience (Present):- HINDALCO INDUSTRIES LTD. (05-JULY 2021 TO PRESENT)**

- GSTR-1, GSTR-3B Return Filing
- GSTR – 2A Reconciliation with purchase & claim.
- Account receivable and Account payable.
- General Ledger scrutiny, Expenses review, GL clearing.
- Credit Note, Debit Note entry
- Vendor Payment & analysis (including GST entries etc.) TDS entries.
- Aging Analysis of debtors, focus to O/S clearing, Collection & Credit limits Monitoring.
- Sales MIS, month closing MIS, Overhead Expenses MIS

### **VIP INDUSTRIES LTD (FEB2017 to Oct2020)**

#### **Accounts Executive**

- Account receivable and Account payable.
- General Ledger scrutiny, Expenses review, GL clearing.
- Credit Note, Debit Note entry
- Bank Reconciliation (Branch collection, Branch expenses, company Run Stores collection)
- GSTR-1 filing, GST3B filing.
- Vendor Payment & analysis (including GST entries etc.) TDS entries.
- Travel Claim booking and payment.
- Handling Petty cash and office expenses including direct service centre office expenses booking and payment.
- Aging Analysis of debtors, focus to O/S clearing, Collection & Credit limits Monitoring.
- Handling Office Administration.
- Sales MIS, month closing MIS, Overhead Expenses MIS
- Monthly POD / Vendor CN Bills / Expenditure Bills Analysis.
- On-Roll & 3P employee joining formality / Exit formality
- Vendor, Customer, GL opens Item clearing.
- Return/ Lost goods accounting
- Quarterly submission balance confirmation of distributor.
- Inventory Reconciliation of Ware house, Service franchises, Company run stores, Stock status review, variance Analysis & Reporting.

### **VIDEOCON D2H LTD (SEP 2012 TO FEB 2017)**

#### **Accounts Executive**

- Account receivable and Account payable.
- Inventory Reconciliation of Ware house, Service franchises, Direct Service Centre, Stock status review, variance clearing & Reporting.
- GL scrutiny, Expenses review, GL clearing.
- Credit Note , Debit Note entry
- Billing, Delivery Monitoring , Purchase booking (MIGO/MIRO) Clearing and reconciliation
- Service Franchises & Other vendor Payment analysis (including service entries etc.) And retention amount & security deposit analysis.
- Travel Claim booking and payment including 3P employee.
- Handling Petty cash and office expenses including direct service centre office expenses booking and payment.
- Capex and Opex planning.
- Aging Analysis of debtors, focus to O/S clearing, Collection & Credit limits Monitoring.
- Statuary work (Preparation F forms C forms, Preparing Entertainment tax challan and payment to department, Service Tax bills & CENVAT Bills Submitting to HO.
- Handling Office Administration..
- Flexi PCS (Liquid Recharge) / Goods (STB GLK) and Spares billing.
- Sales MIS , Service MIS , month closing MIS
- Monthly POD / Vendor CN Bills / Expenditure Bills Analysis.
- On-Roll & 3P employee joining formality / Exit formality

**Global Easy Water Product Ltd. (From: Nov 2011 to Aug 2012)****Accounts Officer**

- Account receivable and Account payable.
- Travel bill settlement.
- Bank Reconciliation
- Ageing analysis of overdue of all Debtors.
- Ageing analysis of inventory at all depots. Banking,
- Credit/Debit note entry,
- Journal Voucher through Tally
- handling Petty cash
- Return/ Lost goods accounting
- Quarterly submission NOC from distributor.
- Handling Office Administration.

**Universal Digital Connect Ltd. (Jan.2011 to Oct 2011)****Assistant Accountant**

- Ageing analysis of overdue of all Debtors.
- Ageing analysis of inventory at all depots.
- Sales Invoicing, Purchase,
- Cash voucher entry, Banking,
- Credit/Debit note entry,
- JV through SAP
- Credit Limit monitoring.
- MIS Reporting on Sales, Receivable, Discounts, and Inventory.
- Independent handling of SIM-pair Project of MP in Videocon Telecommunication.
- Creation of purchase orders, service entries and creation of JV in SAP for channel partner claims.
- Handling inwards / outwards the material on Consignments.

**Eureka Forbes Ltd. (Feb 2009 — Jan 2011)****Assistant Accountant**

- Ageing analysis of overdue of all Debtors.
- Sales invoicing, cash collection, voucher entry through SAP.
- MIS reporting on sales.
- Handling EMI Cheques.
- Coordinator of Euro value (EMI) Scheme.

**Software Knowledge**

- SAP- FI /SD/MM Modules
- Operating System Windows XP/7/8
- Packages MS-office and Tally-9.0 ERP

**Educational Background:**

- **Professional / Technical Qualifications**  
PGDCA from Makhanlal Chaturvedi National University of Journalism and Communication) 2006-07
- **Educational Qualifications:**
  - Master of Commerce (M. Com Taxation) from Dr.Harisingh Gaur V.V. Sagar 2007-08.
  - Bachelor of Commerce (B. Com Taxation) from Dr.Harisingh Gaur V.V. Sagar 2005-06.
  - 12<sup>th</sup> Commerce Madhya Pradesh Board Bhopal MP. In 2003.
  - 10<sup>th</sup> Madhya Pradesh Board Bhopal MP. In 1999.

**Personal Information:**

- |                  |                             |
|------------------|-----------------------------|
| •Father's Name   | Lt. Shri N.R Dongre         |
| •Date of Birth   | 13 <sup>th</sup> March 1983 |
| •Languages Known | Hindi, English              |
| •Marital Status  | Married                     |