

# Mangesh Zinjurke

## Accounts Executive - Thermax Babcock & Wilcox Energy Solutions Pvt. Ltd

Pune, Maharashtra - Email me on Indeed: [indeed.com/r/Mangesh-Zinjurke/fcb4b10fe0a34d4e](https://indeed.com/r/Mangesh-Zinjurke/fcb4b10fe0a34d4e)

7 years of experience in:

Accounts Vendor Payments Accounts Payable

Reconciliation MIS Reporting Statutory Compliance

- Presently associated with Thermax Babcock & Wilcox Energy Solutions Pvt. Ltd., Pune as Accounts Executive
- Pivotal in managing all activities of accounts like bank reconciliation, finalization of accounts & implementation of budget
- Expertise in maintaining Daily Fund Flow statement and responsible for Foreign Remittances
- Skilled in maintaining Management Information System (MIS) to generate various reports like overdue receivable & payables and keeping track on ledger & stock
- Experience in implementing systems/ procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhance overall efficiency of the organization
- Knowledge of the Accounting Standards, Income Tax Act, Service Tax Act and TDS e-returns, Remittance & Provisions
- A keen communicator with honed interpersonal, problem solving, negotiation and analytical skills

### WORK EXPERIENCE

#### Accounts Executive

Thermax Babcock & Wilcox Energy Solutions Pvt. Ltd - Pune, Maharashtra - September 2016 to Present

#### Senior Accounts Executive

DACHSER India Pvt. Ltd - Pune, Maharashtra - April 2015 to August 2016

#### Accounts Executive

Potain India Pvt. Ltd - Pune, Maharashtra - January 2010 to December 2014

#### Accountant & Auditor

Agarwal Jakhotia & Co - Pune, Maharashtra - May 2005 to December 2009

#### Key Result Areas

- Managing the preparation & maintenance of statutory books of accounts, balance sheet and profit & loss statement, financial statements in compliance with time and accuracy norms
- Preparing various ledgers and reconciliation statements like bank reconciliation & Intercompany Transaction for analyzing the accuracy of books of accounts.
- Maintaining Cash Flow Statement & Foreign Remittances (Payment Against Import) on daily basis
- Working on the day-to-day processing of Accounts Payable (AP) transactions to ensure that organisational finances were maintained in an effective, up-to-date and accurate manner
- Reviewing vendor statements, with attention given to aged invoices and credits available; processing all expense reimbursements with focus on ensuring proper back-up, sign-off, recording, scanning and payment
- Maintaining day- to -day transactions relating to purchase & expenses as with proper GL codes.
- Maintain fixed asset register and calculating depreciation
- Confirming imports shipping line PJV and making payment, taking conformation of payment received by shipping line

- Preparing tax plans and ensuring timely assessment as well as filing of direct & indirect tax returns (TDS, VAT, Service Tax & Professional Tax & Custom Duty) in compliance with Statutory Tax Act
- Preparation of MIS reports & analysing the same to provide feedback to the top management on business performance like monthly turnover, profitability and stability

#### EDUCATION

##### **M.Com.**

Pune University - Pune, Maharashtra  
2011

##### **B.Com. in Industrial Accountant Plus**

Pune University - Pune, Maharashtra  
2007

#### SKILLS

BAAN (Less than 1 year), EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), ERP (Less than 1 year), Excel (Less than 1 year)

#### ADDITIONAL INFORMATION

##### IT Skills

- ERP System (BAAN)
- ERP System (MFG-Pro)
- Excel/Word
- Internet and Office 2003 & 2007
- Tally 7.2 and 9.0