

# Milind Atrawalkar

Pune, Maharashtra - Email me on Indeed: [indeed.com/r/Milind-Atrawalkar/9d31f0075939261f](https://in.linkedin.com/in/Milind-Atrawalkar/9d31f0075939261f)

To be a part of an organization where i get opportunity to learn, apply and update my knowledge and skills and contribute to its maximum growth.

## WORK EXPERIENCE

### Accountant

Pune, Maharashtra - December 2011 to Present

Handling Day to Day Banking Transaction, Maintaining Journal and All ledgers in ERP.

- Maintain Cash Book for Daily Cash Transaction.
- Manage Account Receivable & Customer follow up for payment.
- Journal voucher entries in ERP.
- Handling All Activities related to Accounts Receivable & Payable.
- Debtors & Creditors Reconciliation.
- Preparation of Monthly Bank Reconciliation Statement.
- Passing Purchase Bills as per approved Purchase Order & Quotation.
- Follow up for "C" Form with set off.
- Make payment of Statutory Dues as per Govt. Rules on proper dates.
- Preparation of Various MIS Report.

## EDUCATION

### Commerce

North Maharashtra University - Jalgaon, Maharashtra  
April 2010

### MS in Industrial Accountant

Institute of Computer - Nashik, Maharashtra  
2005

### M.Com.

Pune University appear - Pune, Maharashtra

## ADDITIONAL INFORMATION

- Adjusting nature with positive attitude.
- Believe hard work is key to success.
- Continuous learning.