

RESUME

Yogesh Nitin Kulkarni
Opposite Radcliffe School,
Charoli, Pune - 412105
Cell No: 8830649441
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Career Objective:

Seeking a position in a reputable organization, where my dedication, meeting goals, creativity and the ability to follow through can be utilized for the better growth and profit of the company.

Experience Details:

- Company : Fujitsu Consulting India Private Limited.
- Project : Business Process services
- Designation : Finance Administrator
- Work Period : 26th April 2021 – Present

Job Profile:

- Set up new projects and monitor the status of existing projects in the accounting system.
- Communicate with Project Managers regarding contract documents, change orders and other contract modifications, approvals, and any additional service-related to billing.
- Compile, analyze, & process a high volume of project bills to clients on monthly basis.
- Work closely with project managers to ensure that invoices are accurate and comply with corporate guidelines.
- Review weekly timesheets to ensure that they have been submitted and approved prior to invoicing.
- Maintain project billing folder and accounting system to ensure all invoices and other project related documents are readily accessible for project managers & accounting department.
- Communicate professionally with project managers, clients and other staff providing accurate information and timely responds to inquiries and completion of assignments.
- Investigate billing errors and resolve discrepancies.
- Assist with special projects as needed.
- Provide support to other accounting staff.

Technical Skills:

- Ticket Monitoring Tools
- Excel: VLOOKUP, Pivot Table, Analyse Data
- Oracle ERP
- SAP End User
- SharePoint Application

Educational Qualification:

- Passed M. Com in 2021 in stream Commerce from Modern College Shivajinagar, Pune. (66%)
- Passed B. Com in 2019 in stream Commerce from Modern College Shivajinagar, Pune. (64%)
- Passed HSC with Commerce in 2016. (67%)
- Passed SSC in 2014 from Central Board of Secondary Education. (62%)

Personal Data:

- Name Yogesh Nitin Kulkarni
- Father's Name Nitin Jagannath Kulkarni
- Gender Male
- Date of Birth 18th December 1998.
- Languages Known English, Marathi, Hindi
- Marital Status Single
- Hobbies Playing Video Games, Playing Cricket.

Declaration:

The above-mentioned information is true to the best of my knowledge and I take complete responsibility if any false information has been provided by me.

Date:

Place:

Yogesh Nitin Kulkarni