

Pradip Maruti Khapare
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Resume

Career Objective:

Seeking a challenging position in success-oriented Company where I can utilize and enhance my knowledge to work for the company and my acquired skills will be utilized towards continued growth and advancement both professionally and personally.

Skills & Certifications:

- System SAP Skill : Financial Accounting & Controlling
- SAP Version : SAP ECC 6.0
- Certification in Tally 9.0 with 72% in June 2016
- Certification in Orientation Program 100 Hours
- Certification In MS-CIT

Professional Experience:

- 01)Organization:** Accurate PowerTech India Pvt. Ltd.(Authorised Dealer KOEL)
Designation: Accountant Executive
Duration: 15th March 2021 to till date
- 02)Organization:** Unique Concepts
Designation: Accountant Executive
Duration: 5th Feb 2020 to 31 Jan 2021
- 03) Organization:** S D Bhandwalkar & Company (Chartered Accountant)
Designation: Accountant Article Assistance
Duration: 1st April 2016 to 31th January 2020.

Roles and Responsibilities:

- Hands on day to day general entries to manage accounts
- Investigation of bank book, bill receipts and ledger books
- On the basis of investigation, receipt and payment account
- Hands on trading account, profit and loss account, and balance sheet.

GST Practice:

- GST All Return Filling, GST Accounting, GST Issues Clearing.

Account Payable:

- Reconciliation Payable Files Payments Advices Status
- Credit Card reconciliation

Account Receivable:

- Timesheet Collections Invoicing Tracker Invoicing Summary
- Collection Tracker Timesheet Booking

Audit and Compliance:

- Financial reporting control process
- Preparing Balance Sheet

Education Qualification:

- M.com from H.V.Desai ACS College (Pune University) with 65.31% in 2017.
- B.com from SMN College (Pune University) with 68.83% in 2015.
- HSC from Kolhapur Divisional Board with 67.67% in 2012
- SSC from Kolhapur Divisional Board with 67.82% in 2010

Professional Background:

- GDCA(Government Diploma InCo-Operative Accountancy) with 56.66 % in 2015.
- ITI-Information Technology Training
- Handling ERP Software

Personal Details:

- Date of Birth : 3 June 1994
- Languages :English, Hindi, Marathi
- Gender : Male
- Permanent Address: At Post Akale Tal: Chiplun Dist Ratnagiri-415604.
- Present Address: Sidharth Nagar, Kothrud, Pune-411038.
- Hobbies: Listening to Music, Travelling, Playing Piano.
- Marital Status: Single

Personal Strengths:

- Good oral and written communication.
- Effective team working & quick learning ability
- Willingness to learn new things and work under pressure

Declaration:

I do hereby declare that all the information is true and correct to the best of my knowledge and in case of any discrepancy in information / certificates, my candidature shall stand cancelled.

(Pradip M. Khapare)