



MR. PAWAR SATISH



About Me



10+ Years Experience



July 27, 1984



Pune, Maharashtra



+91.8888 043 427



satishpawar.p@gmail.com

ACCOUNTS PROFESSIONAL

To develop my career in an organization, where I will be a valuable team member contributing quality, ideas, work and regularly updating my knowledge and skills through a continuous improvement process. Furthermore, to serve the core value and purpose of organization through dedicated efforts.



Education

Bachelor of Commerce

APPASAHEB JEDHE COMMERCE & SCIENCE COLLEGE

Pune University Board

Pune, Maharashtra.

X & XII

CAMP EDUCATION SOCIETY

Maharashtra Board

Pune, Maharashtra.



Current Highlights

Presently associates with **BRIGHT-TECH AUTOMATION PRIVATE LIMITED, PUNE.**



Work Experience

15th April 2018 to till date

ACCOUNTS OFFICER

BRIGHT-TECH AUTOMATION PRIVATE LIMITED, PUNE

S No.44/10, Pokale-Patil Industrial Estate, Narhe, Pune: 411041, Maharashtra, India.

About Organization:

BRIGHT-TECH Automation Private Limited, Pune is engaged with Manufacturing of Automation & Robotics Parts & Equipment thereof since last five years for TATA Autocomp Systems Limited (IPD), IAC Automotive India Private Limited, Varroc Polymers Private Limited Etc.

RESPONSIBILITY AND JOB PROFILE

ITC Reconciliation, GST 2A & B2B Reconciliation monthly & quarterly Summarized, Working with Annexure of GSTR-1 (IFF Submission), GSTR-3B & there E-Payment, Preparation of TDS Report, Preparation of monthly Contribution against PF & ESI & E- Payments, E-Payment of Direct & Indirect Taxes, Quarterly Internal Audit, Preparation of Monthly Payable & Receivable Statements, Preparation of documentation against Bank Guarantee, Online Vendor Payments, Bank Reconciliation Statement (BRS), Handling day to day accounts entries.

2nd December 2015 to 5th April 2018

LEAD MEMBER - ACCOUNTS

CON-AIR EQUIPMENTS PRIVATE LIMITED, PUNE

Chandan Glass Compound, Yewalewadi-Saswad Road, Pune: 411048, Maharashtra, India.

About Organization:

CON-AIR Equipments Private Limited, Pune is engaged with Manufacturing of Garage Equipment & trading thereof since last 15 years for Bajaj Auto Limited, TVS Motors, Honda Motorcycles And Scooter India Private Limited, Hero Motocorp, VE Commercial Vehicles Private Limited, Piaggio Vehicles Private Limited

RESPONSIBILITY AND JOB PROFILE

Working with Annexure of GSTR-1, GSTR-3B & E-Payment, Working with Annexure and Online Filling of VAT Return Working with Annexure and Online Filling of CST Return, Preparation of C-Form Receivable & Payable & Online C-Form Application, Compliance of VAT Notice And Assessment, Working and online filling of Excise Return, Working and online filling of Service Tax Return, Submission of ARE-1, Preparation of TDS Report on based on Contractor & Sub-Contractor, Preparation of monthly Contribution against PF & ESIC & E-Payments, E-Payment of Direct & Indirect Taxes, Preparation of Export Documentations Making the provision, Scrutiny, and pass the necessary entries, Preparation of Monthly Payable & Receivable Preparation of monthly Stock Statement against CC Accounts Preparation of documentation against Hundi, LC & TOD, Online Vendor Payments, Bank Reconciliation Statement (BRS)

12thAugust, 2011 - 22nd November, 2015

SR. EXECUTIVE ACCOUNTANTPAYABLE

OM SAI-DECOPLAST PRIVATE LIMITED, PUNE

Koregaon, Pune: 411 029, Maharashtra, India

About Organization:

OM-SAI Decoplast Private Limited, Pune is engaged with Manufacturing of Home Appliances & Plastic Molding Parts & Components thereof since last twenty years for LG, Videocon Industries Limited, Godrej & Boyce Mfg. Co. Limited, Minda Stoneridge Instruments Limited, TATA Autocomp Systems Limited

RESPONSIBILITY AND JOB PROFILE

Review and verified invoices and check request, Research and resolve invoice discrepancies and issues, Enter & upload invoices into systems, Set invoices up for payment, Prepare and process electronic transfer and payment, Track expenses and process expense report, Post transaction to journal, ledgers and other records, Produce monthly accounts payable report, Input working for CST & VAT, Update C-Form Status, Reconcile accounts payable transaction, Preparation of BRS Statement, Maintain vendors files, TDS working against contractor, Rate contract against Contractor / Sub-Contractor, Co-ordination with Auditors and Internal Audit, Provide supporting documentation for Audit, Preparation of Debit Note, Preparation of documentation against Hundi

30th June, 2009 to 31st July, 2011

ACCOUNTANT

ENNOVATION ELECTRONICS PRIVATE LIMITED, PUNE

40, Ramtekadi Industrial Estate, Hadapsar, Pune : 411048, Maharashtra, India

About Organization:

Ennovation Electronics Private Limited, Pune work as manufacturer of Control Panel & PCC / MCC Commissioning and Programming of AC, DC Drives, PLC especially for Reality Estate.

RESPONSIBILITY AND JOB PROFILE

Working of VAT & CST Return, Working for C-Form Application, Working of Service Tax Return, Working of Excise Return, Preparation of TDS Report on based on Contractor / Sub-Contractor, Preparation of Monthly Contribution against PF / ESI, Preparation of ledgers and regular accounting, Raising Sales Invoice, Handling Petty Cash, Payment follow-up, Salary Working, Follow-up for C-Form, Bank Reconciliation Statement (BRS), Making the provision, Scrutiny, and pass the necessary entries, Preparation of Monthly Payable / Receivable, Preparation of C-Form Receivable & Payable, Preparation of monthly Stock Statement against CC Accounts.



Computer Proficiency

- Certified Crash Course of Accounts Manager
- Tally ERP-9 Release 6.4.3
- Word 2019
- Excel 2019



Languages

- Hindi
- English



Personal Interests

- Reading Articles for upgrading knowledge.
- Martial-Arts Champion



Personal Details

Father's Name:	Mr. Pawar Prakash Damodhar	Marital Status:	Married
Birthday:	July 27, 1984	Nationality:	Indian
Gender:	Male		

CURRENT NET SALARY: 3, 36,000.00 (Rs. Three Lac Thirty Six Thousand Only.)

Declaration

I, Satish Pawar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Pawar Satish**Pune, Maharashtra****October 3rd, 2021**