

Curriculum Vitae

Personal Information :

Name: Santosh Ramchandra Walgude.
Date of Birth: June 05, 1983.
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Objective :

To work in an organization where innovation and Excellence is the way of life, where my full potential will be explored and I will develop and grow and work for betterment of human beings.

Experience Summary : (Total - 12.5 Years)

- 6.5 Years Experience in Manufacturing Industries.
- 4 Years of experience in Financial, Biotechnological and Retail Industries.
- 2 Years of experience as a Service Support Engineer.
- Good Knowledge in Financial Accounting.
- Good Knowledge in Costing.
- Sending Report via email to several business users.
- Good Customer facing experience.
- Good communication skills.

Work Experience :

✓ Executive Finance & Account S1 Grade:

- “Tridiagonal Solutions Pvt. Ltd. Shirwal (Satara) Place of Senior Executive Finance & Account S1 Grade Working from **11th Dec 2017 to till date.**
- Implement system of Inward material & Outward Material.
- Implement system of GRN.
- Book keeping purchase & journal in Tally ERP 9 System.
- Maintaining Loop and Project wise expenses Sheet.
- Maintaining Lab cash record as well as advance record.
- Preparing Monthly working of GST.& send it to Consultant as well as file return GSTR 1, GSTR3B.
- GSTR 2A Reconciliation on Quarterly basis.
- Preparing GST refund working with application and send it to Consultant.
- Monthly TDS working and paid challans.
- Monthly Bank Reconciliation.
- Debtors & Creditors Reconciliation.
- Maintaining Consumable material register.
- Miscellaneous Admin related activities.

✓ **Accountant :**

- “AAYAN INDUSTRIES.”. North Main Road, Lane No.5, Koregaon Park Pune. 411001. Place of “Accountant” working from **1st April 2011 to 10th Dec 2017.**
- Day to day maintained of Excise & Service Tax Registers & Records i.e., Daily Stock Account RG-I Register, Input & Capital Goods, Service Tax CENVAT Registers, PLA .
- Preparation of Revenue Statement for Payment of Central Excise & Service Tax liability on or before 5th of every month.
- Checking of Inputs & Capital goods & Input Service Invoices before availing CENVAT Credit.
- Preparation of Challans for the movement of Inputs for job Processing and maintain related records u/r 4(5).
- Preparation of A.R.E.1 for the removal of finished goods for Export under UT1, under claim for Rebate, under CT-1 Certificate.
- Submission & Obtaining of rebate claims
- Submission of Proof of Export.
- Application for CT-3,
- Working of TDS & payments on monthly basis.
- Maintaining Vendor Accounts & Customer Accounts.
- Bank reconciliation monthly (INR Currency & Foreign Currency)
- Application for BRC Certificates.
- Maintaining Stock Statement and D. P. for bank.
- Daily Cash & Bank Balance reporting to Director.
- Co- Ordinate with Company C. A. & Consultants.
- Maintaining Monthly Fixed Expenses Sheet.
- Facing / Handling Excise & Service Tax related Issues.
- Day to day transaction entries in Tally ERP 9.Release 6.0.1
- Application & Maintaining UT-1 & CT-1, towards for Mfg. Export & Merchant Export of without Payment of Duty
- Attending Central Excise Audit.
- Working of GST & Payment Online.

✓ **Account Assistant with cost working :**

- Raj Biotech (India) Pvt. Ltd. Wing (Satara) Place of “Account Assistant with cost working”. Duration from **1st Oct. 2006 to 24th Dec. 2010.**
- Working in financial, Biotechnical and Retail industries.
- Financial Account Settings.
- Maintaining Vendor Accounts & Customer Accounts.
- Maintaining Employee Advances.
- Maintaining Asset Accounts.
- Maintaining Cash Budget every month.
- Find Estimate Expenses some one work (eg. Making Trolley) & ‘Placed Work Order to the Party.
- Find Generator Per Unit Cost.
- Project Costing – We take research Work of Biomechanics. We required of so costing for there projects for which & exist.
- We are maintaining animal for research & also have breeding facility, of so costing of animal maintenance and animal house running expenses.

- Handling Over all Fisheries Division. & taking decisions. Like, Purchasing of Fish, Distribution of Fish, Stock maintain of fish, Accounting of Fisheries Division. & Day to day all activity information supply to Director.

✓ **Service Support Engineer :**

- 2 Years Experience in “Shree Banking Software”, Bhor. Place of “Service Support Engineer”. Duration from **01st Aug 2004 to 30th Sep 2006**
- Provided support to project management groups with advice on information, technology and change issues throughout the full project life cycle and upgrade of system.
- Shree Banking Software Operating Training for give to computer operator.
- Find mistake in Banking Software and solve problems.
- Maintaining relationship with Shree Banking Software clients (Pat Sanstha).
- Take care of Shree Banking Software clients changes requirement in software.
- Setting up of printing reports in Shree Banking Software.
- Visit to Pat Sanstha & taking backup of Shree Banking Software Data for security.

Educational Qualification :

- G.D.C. & A (Government Diploma in Co-operation & Auditing) Passed with Second Class. In May 2010.
- B. Com. (Bachelor of Commerce) Passed with Costing Special in April-2006 from A.T. College, Pune University. Secured Second Class.
- H.S.C. Passed in Feb – 2002 From Maharashtra State Board of Secondary & Higher Secondary Education, Pune with Second Class.

Seminar :

Delivered seminars on topics such as “Types of Over heads” & Break Even Point” as a part of B. Com. Costing Special Subject under the guidance of Prof. Kale.

Declaration :

I hereby declare that the particulars given by me in this C. V. are complete and accurate to the best of my knowledge.

Date: 21st Feb 2020

Place: Shirwal, Pune