

VAIBHAV P. KUNDE

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Objective

To be Associated with a Progressive Organization that gives scope to update and enrich my knowledge and skills in accordance with latest trends and be part of a team that dynamically works towards the growth of organization

Professional Synopsis

- Over 3.5+ years experience in the Accounts Department.
- Currently Working as **Account Executive At M Store X-21 Commercial Complex Beside Saraswat Bank MIDC Area, Waluj, Aurangabad.**
- Worked as **Jr.Account Executive in Kumar Elastomech Pvt Ltd Plot No. C-102, MIDC Area, Waluj, Aurangabad.**

Occupational Exposure

Current Job Profile-

1. M Store

July'18 to till Date working in Accounts Department.

- Daily Sales, Purchase, JV, Cash & Bank voucher entry updation.
- Daily Banking activities deposit & withdrawals.
- Monthly Bank Reconciliation.
- Monthly Branch Reconciliation.
- Maintain Sundry Debtors & Creditors Ledgers.
- Prepare Vendor outstanding payment list & release due payment.
- Prepare Customer outstanding payment list & Follow up due payment.
- Working of monthly TDS, GST Challans and paid on Govt. Treasury on before due date.
- Maintain Petty Cash Register.
- Reconciliation of Conveyance Expenses Report.
- Monitoring Store Daily activities & Reporting to Management.
- Working of GSTR-1, GSTR-2 & GSTR-3B, & RCM Working.

Educational Qualification

- **B. Com** –
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
Division: Second Class
Year of Passing: 2017
- **H.S.C.** –
Aurangabad Board, Aurangabad.
Division: Second Class
Year of Passing: 2013
- **S.S.C.** –
Aurangabad Board, Aurangabad.
Division: First Class
Year of Passing: .2009

Computer Skills

- Tally 0.9 (ERP)
- MS office, Word, Excel & Internet.

Personal Profile

Date of birth : 23.05.1993

Marital status : Married.

Language Known : English, Marathi, Hindi.

Hobbies : Listening music.

Present address : Plot No.,61, Cidco Waluj Mahanagar-1
Aurangabad – 431136.

Place: Aurangabad.

Date:

(Vaibhav P Kunde)