

CURRICULUM VITAE



Satyendra Shyamsunder Pednekar

Contact Number :- 8830909723

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Objective: Seeking a challenging position in the area of Accounts.

Education:

| Degree | University | Year of Passing | Division |
|---------------|-------------------|------------------------|-----------------|
| B.Com | Pune University | 1991-93 | Higher Second |
| M.Com | Pune University | 1996-98 | Second Class |
| G.D.C. & A. | Pune University | May 2001 | Pass Class |

G.D.C. & A. = Government Diploma in Co-operation & Accountancy.

Technical Skills

Computer :Working Knowledge in MS-Word, Excel, MS-Office and Accounting packages viz.Tally 4.5, 6.3, 7.2, ERP 9.

Typing :30 w.p.m. in English.

EMPLOYMENT & NATURE OF JOBS DONE

1. Currently working with “**G.H.Raisoni Institute of Engineering & Technology**”, Wagholi, Pune, as a **Accounts Executive cum Clerk** from June, 2016. Current salary drawn is Rs.3,26,400/- p.a. (Rs.27,200/- p.m.) + P.F.

Duties and Responsibilities Handled

- Preparation of AICTE approval documentation
- Preparation for LIC Committee, SPPU approval
- BCUD – Teachers approval
- Checking day to day circulars of SPPU, DTE & ROPune
- DTE Affiliation & Prepare SPPU Pro – rata, Annual Report

2. worked with “**Blueridge Educational Institute**”, Paranjape Scheme, Hinjewadi, Pune, as a Accounts Executive from April, 2014 to May 2016.

Duties and Responsibilities Handled

- Prepare books of accounts and reconcile on a monthly basis.
- Control accounts receivable and accounts payable.
- Control purchase activities and manage budget.
- Budget preparation.
- Coordinate internal audit and answer queries.
- Payroll processing of 140 employees on paywhizz software
- Manage statutory payments.
- Report to the Chief - Finance.
- Make Balance Sheet.

3. worked with “**Symbiosis Society (H.O.)**” , Ganeshkhind Road, Pune, as a **Sr.Accountant** from April, 2006 to March 2014.
4. Worked with “ Ruchi Soya Industries Limited”, Patalganga, Dist. Raigad, as a Accountant from March 2004 To March2006.
5. Worked with “ Uttara Foods & Feeds Pvt. Ltd.” (A unit of Venkateshwara Hatcheries Ltd.), Kurnool, Hyderabad as an Account Assistant / Cashier from 1999 To 31.03.2004.
6. Worked with ‘Novel Sewing Machine Co.’,Pune as an Account Assistant from 1993 To 1998.

Personal Details

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|-------------------|---|---|
| Name in Full | : | Satyendra Shyamsundar Pednekar |
| Father’s Name | : | Shyamsundar Raghunath Pednekar. |
| Date of Birth | : | 18 th April, 1973. |
| Marital Status | : | Married. |
| Languages Known | : | Marathi, Hindi, English. |
| Permanent Address | : | S.No.31, Flat No.5, 3 rd Floor, Ganesh Darshan Building, Dhankawadi, Pune - 411043. |
| Mobile Number | : | 8830909723 |
| Passport No. | : | H0064296 |
| Hobbies | : | Reading, Swimming, Cricket, Music |