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| **Amit L Paswan** |  | **Sai Darshan Apartment**  **Grand floor Flat no 108.**  **Kalher , Thane Bhiwandi Road,**  **Behind Durgesh Prak , Dist Thane**  **, Maharashtra. Pin Code 421302.**    **Mob 8779083146** |
| **Email Id: amitpaswan4@gmail.com** |  |

**CAREER OBJECTIVE**

*‘To secure a responsible position in a growing, technologically driven organization, that will challenge my skills and utilize my abilities and to excel in the progressive environment to my fullest potential’*

**Key Attributes**

* Quick decision making ability.
* Skills in developing interpersonal relationships.
* Adaptability and quick grasping ability.
* Strong leadership qualities.
* Believe on Hard work & Perfection.

**EDUCATIONAL QUALIFICATIONS**

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| **Education** | **Years** | **Avg Marks** | **Percentage** | **University, Council, Board** |
| B.com | 1998 | 853 ,1st Class | 71.08% | Vinoba Bhave University Hazaribaugh. |
| HSC | 1995 | 543, 1st Divn | 60.33% | Bihar Intermediate Education Council Patna. |
| SSC | 1993 | 542, 1st Divn | 60.22% | Bihar School Examination Board Patna. |

**Working since Jan 2019 to till dated with MA-AI world Electricals & Electronics Pvt Ltd “Assistant Manger” accounts Location Vasai, Mumbai, Accounting Package: Tally**

* Correctly working Monthly, Quarterly and Secondary Scheme & GST for Replacement material preparation of Credit note & Debit note issued to Distributers for each state, Mumbai, Rajasthan, Punjab, MP & Chhattisgarh.

* Correctly Working Cash Discount Credit note and Calculations of Pre-tax amount. After that we have get the approval of Reporting Manager and pass the credit note in customer ledger for each state Rajasthan Maharashtra, Punjab, MP & Chhattisgarh..
* Collection entry book in ERP on daily basis.
* Every day Follow-up to Distributors for Payment.
* Taking product wise stock every month and matching the tally.

**Working since Dec 2017 to till date Jan 2019 with PKF Preserve Pvt Ltd “Assistant Manager Accounts”**

**Job Location L&T Company, Mahape New Mumbai, Accounting Package: SAP**

* Match the entries from the automatic load of Bank movements with the respective Offset entries.
* Check that bank statement movements are properly loaded to SAP each day .
* Clear open items daily.
* Monitor clearing accounts.
* Submit required for approval.
* Reconciliation of Bank account statement on Daily Basis in SAP (BRS).
* Properly Calculation of GST & booked of purchase Invoice.

**Working since June 2010 to till date Nov’ 2017 with National Bulk Handling Corporation**

**Designation: Accounts Sr Executive - Accounts Receivable**

**Accounting Package: SAP (FICO, SD, MM Module)**

* Collection updating daily basis.
* TDS Entry on payment receipt.
* Payment upload in SAP for Bulk Payment
* Following up for payment with customers.
* Preparation of Bank Reconciliation

**Working since July 2007 to till Mar 2010 with Home Solutions Retail India Ltd. (Future Group),**

**Designation: Accounts Executive - Accounts Payable**

**Accounting Package: SAP (FICO, SD, MM Module)**

* Purchase Invoices Booking in SAP (MIRO).
* Accounting Stores Expenses Bills in SAP
* Payment posting in SAP.
* Preparing MIS Report as per Management requirements.
* Preparation daily Ageing report of Vendors.
* Coordination with SCM Team of each location for stock delivery.
* Follow up with warehouse and SCM for proper inward / Outward.
* Reconciliation of store accounts and passing the entries on monthly basis.
* Releasing store expense payment.
* Stock take at store (once in a month )

**Working Since Oct 2000 to June 2007 with LG Electronics India Pvt Ltd**

**Designation: Accounts Executive - Accounts Payable**

**Accounting Package: M Project (ERP accounting package)**

* Billing to Dealer &Distributors
* Collection updating.
* Maintaining daily vouchers files
* Banks Reconciliation
* Coordinating with Sales Executives for orders, informing them about stock report.
* Maintaining Stock Register and preparing Stock Reconciliation.
* Maintaining Audit Required Documents.
* Preparation of indent of those materials, which are not in stock
* entangling complete computerized system of sales as well as stock, generating reports etc.

**COMPUTER KNOWLEDGE**

Diploma in Window Application (Dos, Windows, MS-Word, MS-Excel, MS-Power Point),

Tally 5.4, SQL-Server Program, SAP

**PERSONAL INFORMATION**

DATE OF BIRTH: 18/11/1976.

LANGUAGES KNOWN: Marathi, English and Hindi.

HOBBIES: Listening to Songs and Playing Indoor Games.

**Current CTC 3.74 Lac ( 3,74,283.00)**

**Amit Lilo Paswan**