

BIO - DATA

Avinash Suresh Kamble

Obtain a position in a reputed organization where I can maximize my organizational and interpersonal skills and knowledge which I can effectively utilise my expertise in finance and accounts for growth of the Organisation and me

B D I Group of Industries Feb. 2022 – Till date

Position: Account Executive - Accounts & Finance - Reporting to Finance Head
Location – Chembur-Mumbai

Company Business: Manufacturing Plastics Products, Moulds, Tractor Parts,
: Four Manufacturing Plants all over India

Responsibilities handled:

- ✧ Assisted the team in finalizing accounts.
- ✧ Prepared monthly cash flow for financial planning.
- ✧ Conducted bank reconciliation and intercompany (sister concern) reconciliation.
- ✧ Managed and monitored accounts payable and vendor payment processes.
- ✧ Raised debit and credit notes.
- ✧ Worked on PF workings and prepared related documents with the coordination of a consultant.
- ✧ Conducted accounts receivables and payables ledger scrutiny.
- ✧ Communicates with vendors regarding invoices, payments, and account statements.
- ✧ Handled petty cash.
- ✧ Worked with SAP B-1 software.

Asian Infotel Pvt Ltd - Jan, 2021 – Feb, 2022

Company Business :- Internet Service Provider.

Position: Junior accountant - Reporting to Senior Accountant

Responsibilities handled:

- ✧ Day to day accounting
- ✧ Regularly reconcile bank statements with financial records to ensure accuracy.
- ✧ Generated and send invoices to clients or customers for services.
- ✧ Monitored and recorded all business-related expenses.
- ✧ Processed payments received and ensure timely payments to vendor.
- ✧ Processed incoming payments from clients and reconcile them with invoices.
- ✧ Updated existing records with new data, ensuring that databases were up-to-date and accurate, resulting in improved organizational performance.
- ✧ Prepared documentation and assist in audit processes.

EDUCATIONAL QUALIFICATION

- ✧ B. Com from Mumbai University.
- ✧ M.com (Accounting and Finance)

Computer / Software /Additional Skills

- ✧ SAP B-1
- ✧ Tally Erp – 9 / Prime
- ✧ MS - Office / MS – Excel (Advance – VLOOKUP, HLOOKUP, PivotTable)

INTERESTS AND ACTIVITIES

Traveling, Music, Cricket

PERSONAL INFORMATION

Date of Birth	:	May 20, 1998
Marital Status	:	Unmarried
Address	:	107, Anand Nagar Opp. Acharya Marathe collage Chembur, Mumbai-400071.
Contact Number	:	9082415512
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Notice Period	:	One Month Notice Period

Avinash S. Kamble

