

# ROHIT PITRE

Dombivli, Thane, MH

96730 99740

[pitrerohit@gmail.com](mailto:pitrerohit@gmail.com)

## **SKILLS:**

- Internal Auditing
- TDS & GST Return
- PF, ESI & Professional tax
- Balance sheet Finalization
- Accounts Payable & Receivable
- Bank Statement Reconciliation
- Journal Ledger Entry
- Expense Tracking
- Petty Cash Handling
- Microsoft Office
- Continuous Improvement
- Multitasking
- Payroll Preparation and Processing
- Financial Recordkeeping
- ERP Software
- Reconciling Accounts
- Precision and Accuracy

## **EXPERIENCE:**

### **ACCOUNTS MANAGER : 09/2024 TO TILL DATE**

**EXIMUS WALLPAPER PVT, LTD.:** Maintaining Stock statement  
Maiking invoices, online payments, Bank Reconciliation  
TDS calculation & payments  
Filing & Working GST Returns

**SENIOR ACCOUNTS OFFICER, 01/2008 to 03/2024.**

***Madhav Limaye Consulting LLP***, Pune, India

- Prepared financial statements and reports detailing accounts receivable status.
- Analyzed customer payment plans and credit limits, and maintained records of customer account activity.
- Collected past due debts through telephone calls or letters.
- Developed policies and procedures related to accounts receivable management best practices.
- Reviewed financial documents for accuracy prior to submitting for approval or processing payments.
- Managed accounts receivable aging process to ensure timely collection of outstanding balances from customers.
- Assisted in the development of annual budgets by providing relevant data points from historical trends.
- Generated weekly reports on overdue accounts for management review.

- Resolved discrepancies between invoices, payments and accounts receivable ledgers.
- Conducted internal audits on accounting processes and procedures to identify areas for improvement.
- Reconciled bank statements, ensuring accuracy of all transactions.
- Processed customer refunds according to company policy.
- Communicated with customers regarding billing inquiries or discrepancies.
- Provided support in the development of new accounting systems as needed.
- Assisted in the preparation of monthly balance sheets and income statements.
- Monitored cash flow, budgeting, and forecasting activities to ensure accurate financial reporting.
- Prepared P&L reports and financial statements for review by management.
- Managed payroll processing and changes across 200 employees.
- Collaborated with accounting associates to improve reconciliation processes.
- Handled accounts payable and receivable operations for business.
- Maintained current and accurate general ledger with all accounting data in audit-ready format.
- Deposited vendor payments and adjusted accounts to reflect changing balances.
- Verified and entered expenditures in Tally Prime and reconciled accounts to resolve variances.
- Used excellent verbal skills to engage customers in conversation and effectively determine needs and requirements.
- Operated register, handled cash and processed credit card transactions.

**ACCOUNTS OFFICER**, 07/2006 - 01/2008

**Ghatge Patil Transport Ltd.**, Kolhapur, India

- Reviewed and reconciled accounts payable and receivable records.
- Maintained accurate record keeping of all financial transactions.
- Organized filing system for account documents such as invoices, receipts.
- Managed accounts receivable functions including billing, collections, customer inquiries.
- Responded promptly to customer queries related to their accounts.
- Deposited vendor payments and adjusted accounts to reflect changing balances.
- Verified and entered expenditures into Foxpro and reconciled accounts to resolve variances.

- Prepared bank deposits by verifying and balancing receipts and sending cash and checks to banks.
- Prepared and processed payrolls.

**ACCOUNTS OFFICER**, 04/2004 - 06/2005

**Indusind Bank Ltd.**, Kolhapur, India

- Accounts, General Administration, Legal and other related matters including self-correspondence.
- Maintained accurate record keeping of all financial transactions.
- Organized filing system for account documents such as invoices, receipts.
- Managed accounts receivable functions including billing, collections, customer inquiries.
- Prepared bank deposits by verifying and balancing receipts and sending cash and checks to banks.

**EDUCATION AND TRAINING:**

**Gajanan Computers, Kolhapur, 01/2004**

**Office Automation, 1st Class**

Class: 1st Class

**Shivaji University, Kolhapur, Maharashtra, India, 04/2003**

**Bachelor of Commerce: Financial Accounting**

**LANGUAGES:**

- Hindi
- English
- Marathi

**HOBBIES AND INTERESTS:**

Reading, Swimming, Bicycling