

## CURRICULUM VITAE

**Pravin Ramanuj Pandey**

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## CAREER OBJECTIVE

As a self-motivated and responsible person, seeking for such a professional environment where enhancing professional and developing problem solving skills are appreciated. At the same time looking forward to challenging and growth oriented tasks that help to prove the best of my ability in achieving the objective of the job.

## EDUCATION QUALIFICATIONS

Exam	Board/University	Year of Passing	Percent
M.B.A in Finance	Welingkar Institute	2021	58.00
B.Com	Mumbai University	2013	63.00
H.S.C	Maharashtra Board	2010	38.00
S.S.C	Maharashtra Board	2007	44.00

## PROFESSIONAL EXPERIENCE

### VHB Medi Science ( 11<sup>th</sup>Oct-23 To Till date)

- Verification of Purchase Requisition bill register.
- Verification of Expense register of all Unit.
- Verification of field staff scheme. (Data Analysis)
- Ledger scrutiny.
- Verification of GST Computation.
- Visiting Rudrapur plant for Stock audit of RM, SFG FG, Excipient and other material
- Visiting Rudrapur plant for fixed assets verification.
- Checking of MIS of all branches.
- Checking Cash & Bank Reconciliation.

- Analysis of Trial Balance.
- Interest on TDS calculation.
- Interest on GST late payment.
- Debtor and creditor reconciliation.
- Checking petty cash entries.
- QC Process Audit.
- Consumption Process Audit.
- Process of Wastage of Hazardous water.
- Process of Narcotic drug.
- Production process Audit.
- Statutory Compliances.
- Ampoule filling process audit.
- Security system process audit.
- Scrap process.
- Cold storage process.
- Review of FNF of resigned employee.
- Review of salary deduction.
- Review of documentation record.

#### **Tata Consultancy Service ( 20<sup>th</sup> Dec- 2021 To 10<sup>th</sup> Oct-23)**

- Actively involved in the configuration of the TCS iON Manufacturing and Finance module.
- Scenario Implementation: Make-to-Order and Make to Stock Production. Associated with Creation of master data such as material master, service master, excise master, BOM, Work Center, Cost center, Item site planning.
- Involved in Material Requirement Planning
- Procure to pay cycle.
- Order to cash cycle.
- Testing the Customization, Master data, Configuration.
- Preparation of End user manual and training to the End User.
- Setting up the pricing procedure by defining the condition type and access sequence.
- Set up the split valuation based on various valuation categories such as country of origin & grade and source of materials like purchase and manufactured.
- Planning and Procurement of Components.
- Assist in validating, troubleshooting and correcting converted data
- Ability to analyze complex problems and develop innovative solutions with a customer/client focus.

#### **CRM Module**

- Individually handling CRM Customer Relationship Management)
- Giving Demo to Customer of CRM.
- Providing daily Support Activity to customer.
- Raising ticket on behalf of customer.

**Agarwal & Mangal CA Firm (Internal audit Officer from 01<sup>st</sup> Nov. 16 To 18<sup>th</sup> Dec.21)**

**Concurrent Audit & Statutory Audit of Banks**

- State Bank of India
- Central Bank of India
- Union Bank of India
- Tamilnadu Mercantile Bank
  - Checking loans file. (Housing loan, Car loan, Personal loan, Education loan & Gold loan)
  - Checking Saving & Current account form
  - Cash verification
  - ATM verification
  - ERCS checking
  - Stock report
  - Statutory Audit of Federal bank

**Statutory Audit of Avik Pharmaceutical at Vapi**

- Verification of sales bills.
- Verification of Purchase bills.
- Verification of Scheme of field Staff.
- Checking Raw material & finished goods used for making the medicine.
- Debit note & Credit note.
- Verification of sales target VS Achievement by the field staff.

**Internal Audit of Evolution Sport Nutrition**

- Checking sale invoices. □ Production invoices. □ Consumption invoices □ Daily expenses.

**TECHNICAL QUALIFICATION**

- Good hand on MS Office Package i.e (Word, Excel, PPT)

- Working knowledge of accounting and tax software like Tally ERP 9, ERP Base -12, TCS iON

### OTHER PERSONAL DETAILS

Date of birth	15.01.1992
Gender	Male
Father Name	Ramanuj Pandey
Language Known	English, Hindi, Marathi
Hobbies	Cricket, Music, Cooking
Marital Status	Unmarried
Nationality	Indian

I “Pravin R. Pandey” hereby confirm that above information provided by me is true to the best of my knowledge.

- Pravin Pandey