**Personal summary**

A highly organized, hard working, dedicated with invaluable experience in financial reporting and an ambitious accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles.

Easy going by nature and able to work with all members of staff regarding finance issues resolve problems.

Presently seeking a professional and satisfying role in a reputed company.

**Career history**

**Globelink WW (India) Pvt Ltd**

Globelink WW is a leading integrated logistics service provider in India with activities spanning across the logistics spectrum. Established over 2 decades back, Globelink WW is propelled by a strong team of professionals with extensive industry knowledge and experience across the multimodal transport arena.

**Designation - Accounts Executive- Since 15 March 2013 to 16 June 2016 (3 years 3 months)**

**Responsibilities** –

* Follow-up for receivables and resolving queries related it.
* Making local remittances.
* Preparing monthly debtors & creditors report for all India basis.
* Reporting to Directors regarding the company’s financial position.
* Reporting to Singapore office regarding local customer issue.
* Writing up forms and manuals for accounting and book keeping personal.
* Co-ordinate with debtors & management for local customer issue.
* Developing policy for company treasury.
* Prepares journal entries, cash and inter fund transfer’s RTGS/NEFT.
* Balancing monthly accounts.
* Reconciling for debtors related queries.
* Performing any other related duties as assigned by management.
* Bank reconciliation,

**Goodrich Maritime Pvt Ltd**

The Goodrich incorporated a company called Goodrich Maritime Pvt. Ltd. in Mumbai, India. The objectives before the promoters were to provide Shipping Agency services to the Indian trade.

**Designation - Accounts Executive- Since 20 June 2016 to 09 Feb 2018 (1 years 7 months)**

* Ledger mapping to regulate the booking in book of account.
* Receipt entry preparing deposit slips and confirming the daily collection.
* Preparing cash flow to analyze fund positioning and to manage fund flow.
* Inward/outward remittance related work.
* Creditor invoices, booking and releasing their payment.
* Bank reconciliation and other bank related work
* Reimbursement/Brokerage/ invoices booking and their follow-up

**Kappa International Pte Ltd (Ghana office - Mawuli Elliot Ltd)**

It was established in Singapore in 1992. The company initially started as a distribution company for textile dyes and chemicals and over a period of time, has diversified into various other business verticals. The company is part of a Singapore based family-owned business enterprise with business interests in manufacturing, distribution, shipping, and real estate. Today, Kappa International operates in 5 major business verticals, namely:

* Dyes, Dye Intermediates, Auxiliaries, & Pigments
* Chemicals – Agrochemicals, General Chemicals & Specialty Chemicals
* Timber
* Specialized Yarns
* Power Backup & Solar Solutions

**Designation - Accounts Executive- Since 10 Feb 2018 to till date (2 years 11 months)**

* Ground level management for product timber.
* Maintaining all account and ledger activities.
* Maintaining and managing cash.
* Preparing fund flow, daily report and other managerial required reports.
* Coupling a good and sound relationship between company, workers and producers etc.,

**Academic Qualification**

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| --- | --- |
| B. Com (Financial Market) **(BFM)**M.E.S Pillai’s College of Arts, Commerce & Science Mumbai University | 2012T.Y Aggregate percentage-70% |
| HIGHER SECONDARY CERTIFICATE **(H.S.C.)**Maharashtra Board | 200951.17% |
| Secondary school certificate **(S.S.C)**Maharashtra Board | 200756.30% |

**Technical Skills**

Languages HTML, C Programming

RDBMS MS Access

OS Windows 2007

Others Microsoft Office, Visual Basic

**Extra - Curricular Activities**

* Passed a MS-CIT Exam in July-2008 with 80%.
* Passed Hardware & Networking course with A grade in Gayatri InfoTech.(Jun, 2009)
* Certification on EXTENSION WORK for Made a Project on career guidance for Mumbai University in T.Y.F.M.(2011-12)
* Passed on CAPITAL MARKET course with 78% marks held by Inter-connected Stock Exchange of India Ltd. (Apr, 2010).

**Academic achievements**

* Certification on DEVNAGARI PARICHAY-EXAM in that became first held by Mumbai Hindi-Vidyapith (University) (Sap, 2003)
* Certification on HANDWRITTING CONTEST at state level in that got ‘B’ grade organized by Mangirish Art-craft Kendra (Feb, 2003)
* Certification on HOW TO BE A SMART INVESTOR held by Consumer Guidance Society of India & Bombay Stock Exchange (BSE) (Dec, 2009).

**Personal Information**

|  |  |
| --- | --- |
| Date Of Birth | 09-08-1992. |
| Gender | Male |
| Languages known | English, Hindi, Marathi |
| Notice period | 30 days |

**Projects**

First Year Banking system in India with PPT presentation

Second Year Project on Group behavior

Third Year Project on SEBI requirements for issuing Equity IPO

 Project on Grading Initial Public Offerings in India’s Capital Market

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| --- |
| **Declaration:** |

I hereby declare that the information furnished above is true to the best of my knowledge

Surajshinde.