

Kumar Anil Gaikwad

Finance & Accounts Executive

Email: gaikwadkumar958@gmail.com

Phone: +91 9923907518/8796042352

PROFILE

Passionate in the belief that Sales and Finance is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Proven track record in successful sales and finance implementations. Aggressive and determined to find the strengths and weaknesses of both employees and an organization's culture so as to improve the productivity and profitability of a company. Experience 1 year in sales & Marketing and 2 years in Accounting.

EDUCATION

- MBA(Finance) from Shivaji University in 2013(with 66.47%)
- BCA from Shivaji University in 2011 (with 69.53%)
- HSC from Maharashtra State Board in 2007 (with 64.67%)
- SSC from Maharashtra State Board in 2005 (with 65.06%)

STRENGTHS

- Sincere and hardworking, ability to work efficiently in team
- Effective time management ability
- Good organizing ability and keen desire to learn and implement new things.

SKILLS

- Team oriented and results driven, Project Management.
- Public relation, analytical, communication ability.
- Possess ability to analyze and understand Ethical and Professional standards,
- Financial reporting and Analytical corporate finance, Securities markets and Equity Investments, Derivatives and Alternative Investments.

WORK EXPERIENCE

March 2015 – January 2016

Sales executive

Kothari cars Pvt. Ltd

Pune, Maharashtra

Work profile

To Attend & approaching potential customers with the aim of winning new business; sales executives work to maintain good relationships with existing clients, gaining repeat business wherever possible.

Listening to customer requirements and presenting appropriately to make sales. Maintaining and developing relationships with existing customers in person and via telephone calls and emails. Cold calling to arrange meetings with potential customers to prospect for new business. Responding to incoming email and phone enquiries. Acting as a contact between a company and its existing and potential markets. Negotiating the terms of an agreement and closing sales. Representing their company at trade exhibitions, events and demonstrations negotiating on price, costs, delivery and specifications with buyers and managers reviewing your own sales performance. aiming to meet or exceed targets gaining a clear understanding of customers' businesses and requirements attending team meetings and sharing best practice with colleagues.

June 2017 – May 2018

Accounts Assistant

Ambekar & Associates

Kothrud, Pune

Work profile

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover
- Bank, Debtors & Creditors Reconciliation
- Maintain cash transaction & petty cash book, preparing cash
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtors & making payment follow up.
- Preparing Tax Invoices, Vouchers & Tally entries.
- Sales & Purchase total reconciliation of account calculating GST.
- Reconciliation of bank Statement at the end of month.
- Professional Tax, E-TDS Return Filling, Income Tax E Return filling & other government taxes calculation.
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.

May 2018 – Present

Account Executive

Signext Display System Pvt. Ltd.

Turbhe, Mumbai

Work profile


- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover
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- Preparing outstanding list of Debtors & making payment follow up.
- Preparing Tax Invoices, Vouchers & Tally entries.
- Sales & Purchase total reconciliation of account calculating GST.
- Reconciliation of bank Statement at the end of month.
- EPF record, E-TDS Return Filling, Income Tax E Return filling & other government taxes calculation.
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.
- Reports on ERP

Personal Details

- Date of Birth: 23/07/1989
- Gender: Male
- Marital Status: Married
- Language: English, Marathi, Hindi
- Address: A-305 Shankar Heights Phase1, Kohojgaon Ambernath (West)- 421501

Declaration

I, Kumar Gaikwad, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Kumar Gaikwad