**CURRICULUM VITAE**

**Name: Anshu Shubham Pawar**

**Pmt Address: Plot No-40B, Aditya Nagar Ghat Road, Chalisgaon Maharashtra**

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**Contact No.: +917986118567,7263903042**

**Profile Summary**

Experience ofExtensive knowledge of keeping records, maintain the records and track the financial transactions.

**Computer knowledge and Accounting software skill**

* Well versed in use of MS Word, Excel& Power Point
* Tally -ERP 9
* Diploma In computer Application
* Internet survey
* SAPFICO-version 6.0

**Key Responsibilities handled**

* Accounting Financial management system experience.
* Positive approach and attitude to changes within the workplace.
* Ability to priorities and execute tasks .
* Ability to work on own initiative in a team environment.
* Managing billing, wages and collections.
* Plan and execute month/quarter/annual closure schedule and supervision to assistant.
* Managed , Payroll, Account Payable and receivable
* Co-ordination with Area Managers to assistants for employees of all over Punjab on a Ground field and site visit with operational activities.
* Manage vendor accounts, generating demand on cheques.
* Managed the internal and external mail functions with provided telephone support.
* Performed general office duties and administrative tasks.
* Legal Compliance.
* Book keeping and updating records on daily and weekly basis including ledgers.
* Maintaining petty cash
* Defining accounting policies and procedures.
* Prepared company accounts quartly and yearly for audit purpose.
* Preparing Bank Reconciliation and financial Statements and monthly MIS reports.
* Taking care of TDS, PF, ESIC , etc. of the employee and preparing invoices and memos.
* Prepare monthly salary of employees and workers based on minimum wages.
* Monitoring revenue and expenses.
* Book keeping and updating records on daily and weekly basis including ledgers on Telly.
* Monitoring cash to avoid unnecessary expenses.
* Using Tally wherever needed.
* Handling accounting operations, including financial statements and analyzing reports for company’s operations.
* Prepare various reports surrounding the metrics of the department: quarterly results, annual account status reports.
* Presenting the reports to the higher authorities.
* Supervising and reviewing work of accountants.

**ROLE AND RESPONSIBILITIES IN IBG FINCON:(Bill Receivables and Payable Department)**

* Assistance in work of General Manager--Balance Sheet Finalization, Debtors and

Creditors outstanding and collections ,Ledger checking

* Billing of customers
* Customers purchase and sales entry and checking and their profit transfer
* Bank Reconciliation, customer Accounts reconciliation
* Collection received from customers updating on daily basis
* Daily reconciliation of customers account
* ECS Hit list send to Bank every month for collection
* MIS Collection Updating of Sales and Branch Team
* Collection Report of Branch and Sales accounting pick of accounts
* Co-ordination with Branch Operations and Branch Mangaer regarding regarding collection of cheques and reporting to high authorities
* GST Payments of customers
* INCOME Tax payments of customers
* Income Tax report of customers for loan purpose
* Customer initial payment entry in CRM software
* Bank reconciliation in Marg Software
* Customer query solved regarding ers and payments
* Customer ITRpayment challans send to accounts team for final statement report for loan
* Vendor Payments

**Employer and experience**

* Worked under CA as a **Assistant Accountant** in Springwell Water Pvt Limited , Punjab from June 2009 to March’2010 in Mohali Phase-1 ,State –Chandigarh.
* Worked as a **Assistant Accountant** in Elegance Solution Pvt Limited from July ‘2010 to March’2011 in Mohali Phase-6 ,State –Chandigarh
* Worked as a **Accountan**t in Rudraksh Group and Consultant from July’2011 to July’2012 .
* Worked as a **Accountant in**  Innovision Limited

(Manpower and Security Services Provider) from Sept’2012 to August’2014 in Chandigarh.

* Worked as a **Accounts Manager** in Innovision Limited(Manpower and security Services Provider) from 1st Sept ‘2014 to April ‘2017
* worked as a **Assistant Accounts Manager i**n IBG FINCON Solutions Pvt Ltd,Hadapsar **Pune** from 3rd October 2017 to 15th Feb'2019.

**Academic Qualification**

* MBA in Finance from Unicorn Institute of Management and Technology

Chandigarh with 72% in year 2014

* B.Com From Panjab University Chandigarh with 50% marks in year 2012
* Senior Secondary From CBSE Board Chandigarh from Sector-46 Model with 60 % marks in year 2009.