AMIT S PURANIK

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M.COM with over 18 years of experience in Accounts & Finance

# Education Summary

* M.Com from KSOU, Mysore University, 2002
* B.Com from Gulbarga University, 1997

**Additional Qualification**

* GST course from Federation of Indian Professionals June 2021
* Certificate of completion Oracle 11i – AP,AR & GL Oracle University
* Diploma in Information System Management – APTECH Computer Education
* Diploma in Computerised Accounting\_ First Computers

**Computer Skill-Set**

**Excel VLookup, HLookup, Pivot Oracle 11i**

##### Experience Summary

* **Advise Tree Consulting Pvt Ltd, Bengaluru** June 2019
* **Persistent Systems Ltd, Pune** April-2013 to May-2019
* **Consero Global India Pvt Ltd**, Bangalore, Jul-2010 to Jul 2012
* **Wipro BPO**, Chennai, June-2009 to Jul-2010- Senior Officer
* **Siemens PLM**, Bangalore; Jan’2007 to Dec’2008 – Service Revenue Analyst
* **Accenture Services** **Ltd**,Bangalore; Jan’2004 to Jan’2007 – Senior Process Associate
* **RelQ Software Pvt Ltd**, Bangalore, July’1999 to Sep’2003 – Accounts

**AWARDS AND ACHIEVEMENTS**

* **Accenture India BPO: - Numero Uno Award for superior performance, ownership and Initiative.**
* **Persistent Systems Ltd :- High Five Award for consistent compliance of SEZ and STPI EDPMS clousure.**

**Advise Tree Consulting Pvt Ltd From June 2019**

**(Consultant)**

* Submitting GSTR1
* Submitting GST 3B
* Updating correct HSN codes for client products as per regulations 01.04.2021.
* Currently doing Sundry Creditors Reconciliation, comparison with GST register
* Worked in project at Harman Connected Services, with Revenue turnover of INR 500 Cr for with 30,000+ employees.
* Looking after 7 STPI and 3 SEZ Units related activities.
* Checking all Softex of subordinates, If filed as per Guidelines, Norms and compliance.
* Checking EBRCs Checking the documents supplied to Authorised Dealer Bank for Bank Realisation Certificates from 2013-14 to 2017-18.
* Reconciling Bank statement on receipt amount whether same is tallying with EBRCs.
* Giving training to team member on how to generate EBRCs in Director of General Foreign Trade website
* Assisting in reconciliations

**PERSISTENT SYSTEMS LTD April’2013 to May’2019**

**(Executive-Finance)**

* Looking after All India STPI /SEZ Export units related activities alone and preparing MPR,QPR,APR report for listed company with turnover of 33,659.41(Rs in Millions) for the period 2018-19 with 10,000 strong employees.
* Submitting monthly Softex worth 500+Invoices details for 5 STPI units and 3 SEZ units
* To facilitate Domestic sale, taking benefits of DTA for STPI units. STPI approve based on 50 % of Revenue Realisation.
* Cleared the backlog of Softex from 2009-10 and 2011-12 alone and also Got realised FIRCs from 2002 to 2016 alone and submitted to Authorised dealers for EBRCs. Sucessfully reduced the EDPMS report. Submittied 1350 FIRCs mapped with Softex alone.Visited A.D bank for Un realized Reconciliation and found 6 Million (FCY) worth FIRCs not realized, got those realized and For all these Consistent compliance got the HIGH FIVE AWARD for 2017-18
* Processing Employee expenses related to our subsidiary Persistent Systems Inc. Checking there bills in Concur as per the persistent Internal policy.
* New Customer addition to Persistent System. Following all compliances and procedure for new Customer addition like Sharing Bank details, Wire or Check,Other details like PAN and TAN.
* Filling STPI and SEZ Softex of Pune, Bangalore, Nagpur and Goa branches  
  and filing to respective STPI and SEZ officials across locations. Filing as per latest RBI norms and guidelines. attaching STPI certificate with FIRCs (Foreing Inward Remittance Certificates) to our Authorised dealers (Banks) for EBRC (Electronic Bank Realisation Certificate).
* Processing Vendor payments related to contract employees comparing SOW, Employee Time sheet with Vendor Invoice and billing as per hourly or as per agreements.

**CONSERO SOLUTIONS INDIA PVT LTD Jul’2010 to Jul’2012**

**(Accounting Specialist)**

* Handling Accounts Payable for 9 Medical entity’s using QuickBooks.
* Daily Bank Reconciliation for 4 entity’s.
* Passing JE for Bank Charges.
* Daily Cash Flow.
* I was handling Account Receivable activity by downloading Lock box and Wire report. from Bank of America and importing to Oracle and applying the receipts.
* Every day downloading Previous day statements from Bank of America.
* Doing daily Reconciliation in Oracle Cash Management.
* Entering Monthly 16 countries Forex rates in Oracle.
* Interacting client over the phone and attending month end calls.
* From day 1 my team size is 1 and I am alone handling the client.
* Knowledge & Interest in Banking activities.

**WIPRO LTD Jun’2009 to Jul’2010**

**(Senior Officer – GL Banking Team)**

* Bank Reconciliation for world’s 3rd largest retail store client (US).
* Generating Trial Balance from People soft comparing with Control ledger on Daily Basis.
* Doing reconciliation of 26 banks with Manual Reconciliation.
* Downloading pass sheets from respective Banks BAI files.
* Passing Journal Entry to People soft.
* Researching if in difference found in our books with bank book using Interactive Reconciliation.
* Training new employee on Bank Reconciliation.
* Knowledge of Mutual Fund, Share Market.

**SIEMENS PLM Jan’2007 to Dec’2008**

**(Service Revenue Analyst)**

* Responsible for entire South India operations for Accounts Payable (Through SAP). Making payment to Vendors based on Invoices. Business Trip Expenses and Vendors payment based on credit period. All using SAP.
* Booking services revenue for APAC countries using CSS and SAP. Preparing Monthly reports on revenues for all APAC countries.
* Passing monthly accruals entries and preparing the Cash flow statements. Knowledge of Bank reconciliation statement.
* Managing Cash for Bangalore offshore and Bangalore sales office.

**ACCENTURE Jan’2004 to Jan’2007**

**(Senior Process Associate)**

* Worked in Order Management (Oracle Application) involving Receiving quote through Web Order Tool, checking all the documents to process an order, Purchase order and Master agreements; performed risk analysis of loss passing to customer, checking warranty period for ATM’s as per polices of our Customer. Checking of G.S.T of various countries.
* Importing it from Web Ordering Tool and booking the order through ERP ORACLE 11i Package and Finally Booking the Order, Pick releasing and shipping in Order Management and Invoicing the softcopy and sending it to customer.
* SPoC (Single Point of Contact) for APAC region with an associate working under me.

**RELQ Software Pvt. Ltd July’1999 to October’2003**

**(Accounts Assistant)**

* 1999 to 2nd half of 2001 I was only visiting Banks, STPI, PF,PT office for administrative work.
* From 2001 I started Independently handling of Bank Reconciliation Statement.
* Preparing letters for import approval to be submitted to STPI.
* Preparation of Invoices to customers based on contract; purchase orders and agreements every month end. Entering Payment & Receipt Vouchers and following with customer for payment and TDS certificate at the year-end.
* Accounting reconciliation of Sundry creditors, Sundry debtors. Filling up PF forms and ESI forms and submitting the same to Bank.
* Handled Bank related activities like Preparation of FORM A2 and FEMA for transfer of money to overseas branch. Preparation of Letter of credit and Bank guarantees and submitting it to bank.

##### HOBBIES

* Reading books on Philosophy& Religious,

Cooking, Traveling

**LANGUGAES READ,WRITE & SPEAK** : KANNADA , ENGLISH

**PLACE: BENGALURU**

**DATE: SIGNATURE**