**CURRICULUM VITAE**

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| **Manglesh A. Raut** |  |
| **Master of Business Administration (MBA - Finance)** |
| **Email:** manglesh.raut07@gmail.com |  |
| **Mob. No:** 91-9403388926 |  |

**Career Objective:**

To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

**Profile Summary: Total experience 5.3 years**

* Well versed with concepts of financial instruments financial management.
* Having certificate course in Financial Accounting. (Tally 9.0)
* Have proficient knowledge in SAP.
* Quick decision taking capability.

**BDO India LLP: - (9th Dec 2019 To till Date)**

**Client: STT Global Data Centres India Pvt Ltd, Pune.**

1. Prepare on daily basis collection report. & Reporting.
2. Daily reporting of collection, Bank Reconciliation, Non Recon Debtors, Open Line items.
3. Payment advice checking as per invoices & Email.
4. Clearing as per payment advice received.
5. TDS Certificate checking and clearing.
6. Updating Forex collection, Clearing & Reporting.
7. GL to GL transfer & Clearing.
8. Daily status of email reporting.
9. GSTR2A working on data share with team.

**KIRTNE and PANDIT LLP: - (12th Jan 2016 to 30th Nov 2019)**

**Client: Knorr-Bremse Systems for Commercial Vehicles India Pvt Ltd, Pune.**

1. Processing of Accounts Receivable entries in SAP system.
2. Account receivable reporting (Aging), Monthly closing, Intercompany & Bank

Reconciliation, AR clearing.

1. Processing of Accounts Payable Invoices in SAP system.
2. Processing of Supplementary Invoice in SAP system.
3. Processing of Bill booking in SAP system.
4. Processing of Export sales invoice.
5. Documentation work for RBI compliance as per EDPMS list.
6. Preparing Export sales document to submit to the bank and follow-up for eBRC.

**Client: Mondelez India Food Pvt Ltd., Indori, Pune.**

1. Worked on asset capitalization using two software’s SAP legacy and SAP catalyst.
2. To verify PO (purchase order) number based on document number and ensure. Whether asset is capital or revenue.
3. To go through reconciliation process of asset capitalization.
4. To prepare audit report and submit it.

**Client: Indus Tower Ltd, Pune.**

1. Worked on financial activities including Financials reporting, Consolidation, MIS. Oversees and performed daily, monthly and annual accounting/financial functions and coordinating with other department for smooth flow of business operations.
2. Preparation of reports using MS excel and Inter System Reconciliation.
3. Contributed to team efforts by accomplishing related results as needed.
4. Invoice processing& Validation in Oracle. (Accounts Payable)

**Client: Tata Communications Ltd. (TCL), Pune.**

1. Processing of sales invoicing using SAP.
2. Fulfilled daily targets before deadline.
3. Vendor booking on SAP as per requirement.

**Client: Thermax Limited, Pune. (Audit at Solapur)**

1. Worked on verification of fixed assets. (FAV)
2. To verify assets from the warehouse and fulfil all the audit terms to create reconciliation report.
3. Successful submission of audit report.

**Client: PTC Software India Ltd., Pune.**

1. Worked on Income tax related stuffs, resolved queries related to actual investments. Successfully submitted investment forms on to the portal.
2. Verified submitted forms and cross-checked data per company requirement.
3. Finding irrelevant data and correcting with finance team.

**Internship & Academic Projects:**

**A) Comparative Study of Equity & Derivative Markets-Investment Pattern.**

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| **Project Name** | : | **Comparative Study of Equity & Derivative Markets-Investment Pattern.** |
| **Description** | : | Analysis of how many people’s made investment in Equity & Derivative market or both. What is step in Intraday transaction & commodity transaction to get profit &bear minimum loss in market. Create investment portfolio as per requirement or customer wise and to observed market update daily basis. Suggest to client which investments is profitable as per market situation. |
| **Duration** | : | 2 months |

**Other Technical Skills:**

1. Financial Management, Management Accounting, Cost Accounting.
2. Accounts Payable, Accounts Receivable.
3. Banking, Insurance
4. MS Word, MS Power Point, MS Excel.
5. (Tally 9.0) Financial Accounting.
6. Advanced Excel.

**Academic Credentials:**

**SPECIALIZATION: FINANCE**

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| **Examination** | **Board/****University** | **Institution** | **Year of Passing** | **Percentage** |
| **M.B.A** |  Pune University | Sinhgad Institute of Business Administration & Research, Pune. | 2015 | 62.13 |
| **M.com** |  Amravati  University | Smt. Keshrabai Lahoti College, Amravati. | 2013 | 64.00 |
| **B.com** |  Amravati  University | Jagdamba Mahavidyalaya, Achalpur. | 2011 | 50.50 |
| **12th** |  Maharashtra  State Board  | Rashtriya Junior College, Achalpur. | 2008 | 66.33 |
| **10th** |  Maharashtra  State Board  | Rashtriya HighSchool, Achalpur. | 2006 | 50.93 |

**Extra-Curricular Activities:**

1. Participated as volunteer in Sinhgad Spectrum Wall Street Titans.
2. Participated in N.C.C. Camp at Graduation College.
3. N.C.C. Certificate ‘C’ Examination held in 2011.
4. N.C.C. Certificate ‘B’ Examination held in 2010.
5. Two years Vocational Training in Maintenance & Repairs of Domestic Appliances.

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**Personal Dossier:**

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| **Date of Birth** | : | **07-06-1991** |
| **Father's Name** | : | Mr. Arunrao L. Raut |
| **Languages known** | : | **English, Hindi, Marathi** |
| **Gender** | : | **Male** |
| **Marital Status** | : | **Married** |
| **Passport No** | : | **R6643731** |
| **Nationality** | : | **Indian** |
|  **Temporary Address** | : | Nalinottam Residency,Flat No 1004, 10thFloor, Susgaon,Pune – 411021. |
| **Permanent Address** | : | Shri. Arunrao L. RautDeshmukh Plot, ShahapuraAnjangaon Surji, Dist: Amravati, Maharashtra. |

**Declaration:**

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Date: / /

Place: Pune Signature

 (Manglesh A. Raut)