**Curriculum Vitae**

**Pranav Anant Kulkarni**

**Phone No: + 91- 8087358615 E-mail:** **pranav9793@gmail.com**

**CAREER OBJECTIVE**

My career objective is to utilize my potential for the best achievement of organizational as well as personal goals.

**CORE SKILLS & COMPETENCIES**

* SAP FI-AP
* Tally ERP 9 (Journal entries, Cost center, Stock Inventory, BRS, and GST).
* Accounts Payable & Receivables,
* Advance Excel (Vlookup, Hlookup, Pivot Tables & Charts ).
* Statutory Acts - PF, ESI, PT.

# SUMMARY OF SKILLS & EXPERIENCE

I am currently working in Nice Software Solutions Private limited. My job profile is handling the Accounts Payable and general accounting activities.

**AREAS OF KNOWLEDGE & INTEREST:**

* Payroll & Compliances
* Accounts Payables
* Accounts Receivables
* Finance
* Core Accounts
* Taxations = IT/TDS & GST
* An enterprising, hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness in managing accounts payable functions with around 30 months of experience.
* Experience in handling activities related to accounts receivable/payable.
* Carrying out invoice processing on SAP with accuracy within the deadlines, entering the expense entries, laying out support to smooth month end closure.
* Handle Travel & Expense activities ranging from processing to query handling on OEMS
* Take weekly calls for process reporting and for query resolution as well if needed
* Expert in managing query resolution by teams for internal business users and external suppliers
* Like to work in groups and produce best results.
* Processing Supplier Invoices both PO and Non PO Invoices
* Process invoices for vendor payment and make sure that payment execution is done on time.
* Correspond with vendors and respond to inquiries and resolve issues.

**PROFESSIONAL TRAINING**

**Company : SPARTAN TECHNOLOGIES**

**Location : Bangalore**

**Certification : Advanced Diploma in Accounts, Finance & Payroll Administration.**

# ACADEMICS:

* Bachelor of Commerce from Nagpur University – 2014 – Second Class
* Passed the Foundation Level of Chartered Accountancy course i.e. CA-CPT
* Studied SAP FI module from Seed Infotech Ltd., Pune

# PROFESSIONAL EXPERIENCE

Having worked on **SAP ERP** to carry out the **AP** related functions, also worked on MFG PRO while handling the Cash Application.

1. **Nice Software Solutions Private Limited Nagpur,**

**Accounts executive**

**15.10.2020 till current date**

**Roles and responsibilities**

Working in accounts department carrying out accounts payable and general accounting transactions with due diligence

# HCL Technologies, MIHAN SEZ, Nagpur Executive

**02.08.2018 till 07.05.2019**

# Roles and Responsibilities

Worked as APHD executive

Handled flow of invoices on daily basis

1. **NSSL Private Ltd., Nagpur Accounts Executive 12.09.2017 till 18.12.2017**

**Roles and responsibilities**

* Worked as AP process executive
* Handled flow of invoices on daily basis

## Infosys BPO LTD., Pune

## Junior Accountant 25.05.2015 till 2**7.**10.2016

**Roles & Responsibilities**

▪▪Worked as AP process executive

▪▪Doing monthly reporting of Non PO AMEX expenses

# General Information:

* Nationality: Indian
* Date of Birth: 09th July 1993
* Passport: N3088173 Valid until: 18/10/2025
* **Residential Address**: Pranav Kulkarni, S/o Anant Kulkarni, Plot no. 23, Janki Apartment, Near Padole Hospital Square, Dindayal Nagar, Nagpur 440022

**DECLARATION**

I hereby declare the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date**: **Signature:**

**Place**: **(Pranav Anant Kulkarni)**