

CURRICULUM VITAE

PURKAR ATUL A.

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CAREER OBJECTIVE

To work in a globally competitive environment on challenging assignment that shall yield the twin benefits of the work satisfaction and a steady paced professional growth that would continue to give me an opportunity to contribute to the company's success, enable to cope up with emerging technologies and provides scope for widening the spectrum of my knowledge.

PROFESSIONAL JOB EXPERIENCE

Current Work Experience:-

Company Name :- Spectrums Ethers Pvt. Ltd. Mumbai.

SEPL engaged in Manufacturing of Pesticides Products.

Designation :- Accounts Executive

Period :- 16TH Oct 2017 to Till Date....

JOB RESPONSIBILITES:-

- Responsible for accounting process till finalization working.
- Day to Day Total Accounting Work in system ERP 9 Tally.
- TDS, Banking, And Receivable- Payable Reconciliation work, handling the Half - Yearly Internal Tax Audit Working.

PAST WORK EXPERIENCE:-

Company Name :- Yogeshwar Engineering Pvt. ltd. Nashik.

YEPL engaged in Manufacturing of Tungsten Carbide Tips, Copper & Slip Gauges.

Designation :- Sr. Account Officer

Period :- 9TH May 2009 to 15TH Oct 2017.

JOB RESPONSIBILITES:-

- Responsible for Total accounting process till finalization.
- Monthly M VAT, TDS Working & Excise - Ser Tax Working to Consultant.
- Day to Day Total Accounting Work in system ERP 9 Tally.
- Bank & Supplier Reconciliation work, handling the Half & Yearly Tax & M-Vat Audit.

PAST WORK EXPERIENCE:-

Company Name : - Anish Pharma Equipment Pvt. Ltd., Nashik.

APEPL engaged in manufacturing of Pharma Industry related Equipments.

Designation : - Account Assistant.
Period :- 1ST SEP 2007 to 28TH FEB 2009.

JOB RESPONSIBILITES:-

- Responsible for Accounting Process till finalization work.
- Day to Day Total Accounting Work in system in ERP 9 Tally.
- Handling the monthly Salary of employee Leave records.
- Bank & Supplier Reconciliation work, Purchase & Sales Billing Process Work.

Company Name : - DTDC Courier & Cargo Ltd. Mumbai

DTDC engaged in International & Domestic Courier Services.

Designation :- Account Executive
Period :- Nov. 2005 to July 2007

JOB RESPONSIBILITES:-

- Responsible for total accounting process till finalization at branch level Work.
- Day to Day Total Accounting Work In Manually System.
- Handling the monthly Salary of employee leave & Stationery, Patty Cash Records.
- Maintain the documentation records & Handle Franchisee relates issues.

EXTRA QUALIFICATION

- TALLY 9.3 ERP
- Diploma in Computer Accounting.
- English Typing 30 w.p.m.
- MS-CIT.

SOFTWARE / HARD WARE SKILLS

- Proficiency with Windows 2010, Outlook NET platforms in LAN environments, Internet / E-mail & Computer Basic Hardware.

EDUCATIONAL QUALIFICATION

Exam	Institution	Board	Year	Class
G D C & A	Maharashtra State Co-op. Dept. Pune.	Pune	2008	II nd Class
M.Com	N.D.M.V.P's, K.T.H.M, Nashik.	Pune	2006	II nd Class
B. Com	N.D.M.V.P's, K.T.H.M, Nashik.	Pune	2004	II nd Class
H.S.C	N.D.M.V.P's, K.T.H.M, Nashik.	Nasik	2001	II nd Class
S.S.C	N.D.M.V.P's, Maratha High School, Nashik.	Nasik	1999	II nd Class

PERSONAL PROFILE

- Name : Purkar Atul Ashokrao.
- Permanent Address : Flat No.403,4Th Floor, “ A” Wing,
Anushree Apartment, Above Cental Bank of India,
Indira Nagar Annex, Nashik- 422009.
- Date of Birth : 21st March 1983.
- Nationality : Indian
- Religion : Hindu
- Gender : Male.
- Marital status : Married
- Languages known : Marathi, Hindi, English

I hereby, declare that the information mention above is true to the best of my knowledge. I would like to bring to your note that I believe in taking up challenges in my life & works.

Place: Nasik.

Date: / / 2021.

Atul A Purkar.