

CURRICULUM-VITAE

Rahul Sanjay Gite

Phone: +91 8421880727

Email: giterahul89@gmail.com

Career Summary

More than 9 years of experience as Accountant with in depth knowledge of Accounting, Procedures and Transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

Personal Qualities

- Excellent communication skills
- Good analytical skills
- Keen observer
- Trustworthy
- Smart working ability

Technical Knowledge

- SAP Module (FICO)
- MS Office (MS Word, MS Excel, MS power point)
- Experience in working on Tally ERP 9
- Oracle Cash Flow Software

Key Responsibilities Handled

- Using automated accounting systems for data input and to obtain reports.
- Responsible for maintaining accounting ledgers and performed account reconciliation.
- Maintaining funds position in Bank.
- Account analysis and research.
- Processing accounting transactions in banks.
- Researching problems and processed corrected payments.
- Maintaining records of payment information.
- Uploading & Monitoring of E-payments in various Bank.
- Reconciliation of Bank A/c's in Companies Software For e.g. Oracle & Tally, SAP.
- Maintaining track record of company's payments.
- Assisting in carrying out company's internal & External Audit.
- Also Preparation of all Manual Bank payments. For e.g., Demand Draft, E-cheque preparation, Cheque printing, Staff Salary and Allowances preparation etc.

Employers

- Jr. Officer, Ashoka Buildcon Ltd since Nov,2013 to till date.
- Account Assistant, SSK & Co. Chartered Accountants Firm from 2011 to 2013.

Achievements

- Awarded in college for participating Kavya Karandak in 2008-2009.
- Awarded in college for participating National Service Scheme (N.S.S.) in 2009-2010.

Academic Qualifications

- M.Com from Pune University with 55% marks.
- B.Com from Pune University with 52.25% marks.
- HSC from Pune University with 68.68% marks.
- SSC from Pune University with 68.07% marks.

Additional Qualification

- Government Diploma In Co-operative & Accountancy (GDC&A) Passed with 58.25%
- MS-CIT course from New-Tech Computers in 2008.
- 30 W.P.M. English Typing with 68%.
- Soft Skill Development Course in College.

Personal Details

Date of Birth: 09th December 1990

Languages Know: English, Marathi, Hindi

Hobbies: Singing & Playing Cricket

Address: Flat No. 2, Aarkay Blossom, Shinde Nagar, Makhmalabad Road, Panchvati, Nashik-03