**Resume**

Kushal Rajendra Gunbharit.

E-mail:[kgunbharit@gmail.com](mailto:kgunbharit@gmail.com)

Phone: 8149105373

**Career objective**: To be a committed team member, to be a part of a renowned organization, to contribute towards the growth of organization, further my personal capabilities by learning from new exposure within the structured framework of the organization.

**PROFESSIONAL EXPERIENCE:**

**Sushila Parmar International Pvt Ltd:- Aug-2022 Till Date.**

**Executive Banking & Finance:-**

1. **Handling all Daliy Banking Transaction all Bank reconciliation on a daily basis.**
2. **Verify all forex Bank charges, Foreign LC and ILC payment accounting and in tally.**
3. **Process daily payments of creditors.**
4. **Accounting of Bill of exchange Debtors and Creditors**
5. **Other works are assigned from time to time by HOD.**
6. **Assist in making TDS and GST Statement.**

**Prerana Co Bank Ltd. 1st June-19 till 31st May-22**

**Clerk cum Cashier:-**

1) As a Cashier I will handle all daily cash transactions and Deposit cash In ATM.

2) Scrutiny of loan files Disbursed loan files

3) Opening savings & current accounts, fixed deposit accounts etc.

4) Taxation work like preparing TDS Calculation & sending advice to the head office.

5) Other work assigned by Br.Manager.

**Nucleus Interiors & Construction:**

**Accounts & Admin Executive: May-2018-June-2019**

**1:** In Nucleus I am able to handle all the daily accounts related activities independently. Visit site for inventory and stock calculation.

**2:** Taxation work like preparing **GSTR-1, GSTR 2-A, GSTR-3B, and TDS Calculation.**

**3:** Making Excel based Statements for GST and TDS.

**4:** Handling admin related activities. Like calculation of employee payment.

**M.M.SUPPLIERS PVT LTD.**

**Jr. Accounts & Administration Executive. October 2015 – January-18**

In M.M. SUPPLIERS I am having experience in the Accounts **& Administration Department.**

**1:** In the Accounts Department I have managed all day-to day Accounting work like sales, purchase entries, Tally ERP. Also maintaining inventory.

**2:** Also handling Petty cash transactions. Handling Bank Transactions like RTGS, NEFT. Doing Bank Reconciliation.

**3:** In Administration Deep. I am having Experience In admin related work.

**Anand Bio Organics:**

**Office Assistant: May 2013-August 2015**

**1:** As an office assistant I will handle daily work in MS office & all admin related work.

**2:** As an Office assistant I will manage all office work.

**EDUCATIONAL QUALIFICATIONS:**

| **Course (Stream)/Examination** | **University** | **Month/ Year of Passing** | **Percentage** |
| --- | --- | --- | --- |
| S.S.C | Maharashtra | June-07 | 59% |
| H.S.C. | Maharashtra | June -09 | 59% |
| B.B.A (Fin) | Pune | July-13 | 52% |

**Computer Literacy:-**

**MS OFFICE –** I am having good knowledge of MS word, MS excel.

**TALLY ERP 9.0 & Tally Prime:-**  I have gained knowledge about various modules of tally like General Ledger, inventory management with special focus on accounts of financial transactions up to creating financial statements at the end of the year.

**About Me:**

Person with soft skills. (Soft spoken)

My hobbies are music, traveling and reading books.

Well developed for effective communication skills.

Have excellent team building skills

Very Patient as far as meeting objectives is concerned.

**PERSONAL VITAE:**

**Name : Kushal Rajendra Gunbharit.**

**Date of Birth : 03/12/1990**

**Marital Status : Married**

**Address : Karve Nagar Lane No.06 House No.46 Pune-052**

**Language Known: Marathi, Hindi, English.**

**Place: Pune**

**Kushal Rajendra Gunbharit.**