

ABHIJIT GUND

ACCOUNTANT

📍 Pune

✉️ abhigund2000@gmail.com

☎️ 8530483211

PROFILE INFO

Responsible professional skilled in accounting procedures, reconciliations and issue resolution. Well-organized and analytical in approaching problems and resolving variances. Brings several years of related experience and superior work ethic focused on maximizing productivity and maintaining financial compliance.

EDUCATION

PUNE UNIVERSITY 2025

- Master of Business Management

PUNE UNIVERSITY 2021

- Bachelor of Vocational

SKILLS

- Tally Prime
- Financial Documentation & Reporting
- Microsoft Excel
- Financial Analysis & Reconciliation
- Vendor management and Relationship building
- Payment Proposal Validation
- Analytical thinking

COURSES

- Excel – Beginner Level
- Excel – Intermediate Level
- Financial Literacy – Kona Kona Shiksha Program
- DCGA – Diploma in Graphics, Accounting & Finance

LANGUAGES

- Marathi
- Hindi
- English

WORK EXPERIENCE

Velocious Healthcare Services

AUG 2025 - PRESENT

Hr. & Executive Accountant

- Maintaining accurate financial records and ledgers
- Preparing and analyzing financial statements
- Handling day-to-day accounting transactions
- Managing payroll and statutory deductions (PF, TDS, GST, etc.)
- Assisting with audits and compliance
- Coordinating with external vendors and internal departments for financial matters
- Recruitment and onboarding.
- Payroll management.
- Maintaining employee records and compliance with labor laws.

Mprex Healthcare PVT Ltd

AUG 2024 - JULY 2025

Executive Accountant

- Verified invoices, POs, credit notes, and payment terms in Tally Prime
- Ensured timely and accurate invoice processing and weekly payments
- Investigated discrepancies and resolved issues with vendors Maintained resource data and tracked timesheets for Atos contract staff Managed client billing efforts and resolved invoice holds due to PO confirmation, rate mismatch, duplicates, missing vendor/bank details Followed up via email
- for approvals and ensured timely resolution within TAT

E-Tax Vision Consultancy Services, Pune

OCT 2023 - JULY 2024

Jr.Accountant

- Proficient in accounting & taxation software for GST compliance and financial reporting.
- Well-versed with regulatory updates, taxation laws, and GST notifications.
- Accurate data entry and maintenance of purchase/sales bills.
- Expertise in GST working including GSTR-1 & GSTR-3B return filing.
- Strong knowledge of taxation, compliance, and statutory reporting.
- Skilled in tax advisory, planning, and minimizing liabilities.
- Experience in audit support and preparation of financial statements.
- Capable of handling clients, consulting, and providing practical financial solutions.

ACHIVEMENT

Internship. S.R.Thorat Milk Products Pvt. Ltd.

AUG 2023 - SEPT 2023

- MBA Projects :- Analyzing The Financial Performance.