

RESUME

MANGESH VIJAYKUMAR BHUTKAR.

Baramati.

Dist. – Pune.

Cell No: 9511226906.

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CAREER OBJECTIVE-

A challenging career in an organization which offers me an opportunity in continuous learning, shouldering more responsibility and is a part of your team in achieving organizational objectives.

ACADEMIC QUALIFICATION-

- Bachelor of Commerce (**B. Com**) from **Pune University** with First Class.
- H.S.C. From **Pune Board** with 60.00% in March 2006 with First Class.
- S.S.C. From **Pune Board** with 58.53 % in March 2004 with Higher Second Class.
- G.D.C.A. From **G.D.C.A** board with 51.33% in May 2010 with Higher Second Class.

SOFTWARE PACKAGES-

- **MS-CIT, TALLY ERP, TALLY PRIME.E-Office.**

WORK EXPERIENCE-

1. **Company Name - Fashion king Brands Pvt Ltd, Baramati.**

Designation - Audit Accountant.

Duration - 01-12-2023 TO Till Date.

Job Profile –

- Coordinate receipt and physical verification of all incoming materials (fabrics, threads, trims, accessories, chemicals, etc.)
- Ensure proper stacking, labelling, and barcoding of materials.
- Maintain FIFO (First In, First Out) and 5S principles in the store.
- Coordinate with production & purchase teams for timely material issuance.
- Monitor material movement through WIP systems and update regularly.
- Conduct daily/weekly stock audits for trims, fabrics, consumables, and chemicals.
- Verify material issued vs consumed – highlight variances.
- Audit gate entries, challans, and PO records to avoid duplication and mismatches.
- Identify excess stock, scrap, or obsolete materials and report for disposal.
- Support annual physical stock-taking and report discrepancies.
- Ensure all incoming materials are supported with proper **PO, Invoice, Challan**.
- Liaise with purchase, production, HR, and finance teams for smooth operations.

2. Institute Name - INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE

Designation - UPPER DIVISION CLERK.

Duration - 12.01.2018 TO 29.04-2022.

Job Profile –

- Preparation of Noting in E-Office software for Various Purchases.
- Making GRN in Tally Prime.
- Maintaining Indent register.
- Receipt of stores (Technical & Non- Technical Material) and record maintenance.
- To maintain all files and correspondence records and carry out all clerical duties.
- Calling quotations for various local purchases.
- Preparation of comparative statements, placing of Purchase order for supply.
- To carry out all tasks allotted by the H.O.D. and Administrative In charge.
- Preparing the bills and put up to account section for payment.
- Correspondence with suppliers of various requirements.
- Maintain file record.

3. Company Name - GTN ENGINEERING (INDIA) LTD

Designation - ACCOUNTS EXECUTIVE.

Duration - 09.06.2013 to 10.01.2018.

Job Profile -

- Day to day Bank & Cash Accounting.
- Making bank RTGS & NEFT.
- Making Journal Voucher Entries
- Cash Withdrawal from Bank for Various Payments.
- Prepare Bank Reconciliation statement.
- Vouching Cash, Bank Transaction.
- Verification of Journal, Bank & Payment Vouchers for ensuring proper accounting.
- Accounts Receivables & Payables.

4. Company Name – SOMA TEXTILES & INDUSTRIES LTD.

Designation - CASHIER.

Duration - 16.10.2012 to 08.6.2013.

Job Profile -

- Day to day Bank & Cash Accounting.
- Making bank RTGS & NEFT.
- Prepare Bank Reconciliation statement.
- Vouching Cash, Bank Transaction.
- Making Journal Voucher Entries.

- Verification of Journal, Bank & Payment Vouchers for ensuring proper accounting.
- Accounts Receivables & Payables.

PERSONAL DETAILS-

Name : **Mangesh Vijaykumar Bhutkar.**

Date of Birth : **17- JUNE-1988.**

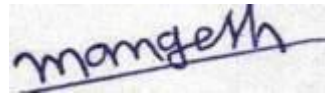
Gender : **Male.**

Marital Status : **Unmarried.**

Nationality : **Indian.**

Language Know : **English, Hindi & Marathi.**

Place – **BARAMATI.**

A handwritten signature in blue ink, appearing to read 'mangesh', is written over a horizontal line.

Date -

MANGESH VIJAYKUMAR BHUTKAR