

RESUME

AMOL DATTATRAYA KUMBHAR

Address: A/P Jamdar Road, Kasba Baramati, Dist. Pune, Maharashtra

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accounts & Finance Professional with over 15 years of experience in Accounts Payable, Vendor Management, Invoice Processing, Financial Accounting, and Month-End Closing activities across Manufacturing and Healthcare industries. Proficient in SAP S/4HANA, and Tally ERP, with expertise in service and material invoice processing, vendor and GL reconciliation, expense booking, employee reimbursement processing, MIS reporting, statutory compliance, and payment coordination. Strong knowledge of GST, TDS, GR/IR reconciliation, and financial documentation. Committed to maintaining accuracy, compliance, and operational efficiency in financial processes.

KEY SKILLS

- Accounts Payable (AP)
 - Vendor Management & Reconciliation
 - SAP S/4HANA Invoice Processing
 - General Ledger (GL) Reconciliation
 - Service & Material & Transport Bill Processing
 - Employee Reimbursement Processing
 - Import Freight & CHA Bill Booking
 - GST & TDS Compliance
 - GR/IR Reconciliation
 - Month-End Closing Activities
 - MIS Reporting
 - Bank Reconciliation
 - MS Excel & MS Office
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PROFESSIONAL EXPERIENCE

Accounts Executive

Senvion Wind Technology Pvt. Ltd. (Under Adecco)

July 2023 – Present

Key Responsibilities:

SAP S/4 HANA

- Processing service bills as per agreements and purchase orders.
 - Accounting of professional services, repairs & maintenance, contract labour, electricity, water charges, and miscellaneous expenses.
 - Daily transport bill processing and payment coordination.
 - Material supplier invoice processing and vendor payment management.
 - Vendor and GL account reconciliation.
 - Employee travel reimbursement claim processing.
 - Open GR/IR reconciliation and ageing analysis.
 - Vendors advance payment accounting and adjustment entries.
 - Month-end closing activities.
 - TDS reconciliation and statutory compliance.
 - GST compliance and Input Tax Credit reconciliation.
 - Handling debit notes and credit notes.
 - Audit documentation, record maintenance, and auditor query resolution.
 - Download various reports from SAP and prepare MIS as per requirements.
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Accounts Executive

Piaggio Vehicles Pvt. Ltd. (Under Levaré Consultant Pvt. Ltd.)

Duration: 9 Years

Key Responsibilities:

SAP

- Daily expense booking as per agreements and purchase orders.
- Service bill processing and vendor invoice accounting.
- Transport bill processing and payment coordination.
- Import freight booking and CHA bill processing.
- Material supplier invoice processing and payment coordination.
- Monthly vendor and GL reconciliation.
- Preparation and booking of monthly expense provisions.

- MIS reporting for contract services, housekeeping, security, and gardening expenses.
- Vendor and internal department coordination for smooth accounting operations.
- TDS reconciliation and statutory compliance.
- GST compliance and Input Tax Credit reconciliation.
- Handling debit notes and credit notes.
- Audit documentation, record maintenance, and auditor query resolution.

Accountant

Giriraj Hospital

Duration: 4.5 Years

Key Responsibilities:

Tally ERP

- Accounting entries in Tally ERP.
- Cash handling and bank transaction accounting.
- Purchase, sales, receipt, and payment entries.
- Vendor reconciliation and payment processing through cash and cheque.
- TDS reconciliation and statutory compliance.
- GST compliance and Input Tax Credit reconciliation.
- Bank reconciliation.
- Maintenance of financial records and daily accounting operations.

EDUCATIONAL QUALIFICATIONS

Qualification	Board/University	Year of Passing	Percentage
M.Com	Pune University	2014	59%
B. Com	Pune University	2006	55%
HSC (Commerce)	Pune Board	2003	64%
SSC	Pune Board	2001	53.20%

COMPUTER SKILLS

- Tally ERP 9
 - MS Excel
 - MS Office
 - MS-CIT
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STRENGTHS

- Strong Coordination Skills
 - Time Management
 - Multi-tasking Ability
 - Self-Motivated & Responsible
 - Positive Attitude Towards Challenges
 - Team Collaboration
 - Problem Solving Skills
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PERSONAL DETAILS

Name: Amol Dattatraya Kumbhar

Date of Birth: 09 February 1986

Marital Status: Married

Nationality: Indian

Languages Known: English, Hindi, Marathi

Current Location: Baramati, Pune, Maharashtra

Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Baramati

(Amol Dattatraya Kumbhar)