

Dipak Madhukar Pawar

Contact No- 8796901892

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Address- At-Post Belwadi, Tq. Indapur Dist. Pune

Career Objective:

To contribute my professional excellence, qualification & qualities for the development of healthy organization. Also to be part of challenging environment to develop my skills, knowledge & technical expertise.

Work Experience:

➤ **Swaraj Doors & Furniture Pvt Ltd – Baramati**

Working as Sr. Account Executive since 14 Nov. 2025 to till date. (Tally Prime)

- ✓ Managed statutory compliances including GST calculations, TDS working, and RCM compliance
- ✓ Handled purchase booking and supported inventory management processes
- ✓ Prepared and processed E-invoices and E-way bills in compliance with regulations
- ✓ Verified, approved, and recorded employee expense claims
- ✓ Managed vendor payments and maintained accurate payment records
- ✓ Assisted in accounts payable and receivable functions
- ✓ Maintained proper documentation and record-keeping for audit purposes
- ✓ Coordinated with internal departments for smooth financial operations
- ✓ Supported in monthly closing activities and financial reporting

➤ **ALCO TECH ENGINEERING - BARAMATI.**

Working as Account Executive since 1 May. 2022 to 10 Nov 2025 . (Tally Prime)

- ✓ Recorded financial transactions and reconciled accounts in accounting software.
- ✓ Managing all the aspects of payroll accounting.
- ✓ Managing statutory compliances like Gst return, Tds & Pt deduction.
- ✓ Preparing E-invoices, E-way bill
- ✓ Vendor/Bank Reconciliation and accounts related day to day work.
- ✓ Coordinated with auditors during internal and external audits.

➤ **PIAGGIO VEHICLES PVT LTD, BARAMATI**

Working as Account Executive in Salary dept. since 2 Aug. 2021 to 26 Apr. 2022

Job Profile**Working in SAP HANA & Payroll System (Ascent)**

- ✓ Employee expenses bill passing & booking.
- ✓ Vendor code creation & updating
- ✓ Monthly GL & Bank Reconciliation
- ✓ Employee Salary Payment Entries
- ✓ Provision entries
- ✓ Employee Full & Final Settlement and Accounting.
- ✓ Communicate with vendor and solve problems.

➤ **SOMANI GROUP OF COMPANIES BARAMATI**

Working as an Sr.Accountant in *SOMANI GROUP OF COMPANIES (TEXTILE FIRMS)*

Since July 2017 to July 2021 (**Tally ERP9 & Tally Prime**)

Job Profile-

- ✓ Accounting- Sales, Purchase, Bank Statements & Accounting Correction to ensure accurate records.
- ✓ Reconciliation- Bank, Debtors, Creditors & Purchase Reconciliation with GSTR-2A.
- ✓ Have handled Payroll & Accounts department of entities.
- ✓ Experience in GST Accounting, TDS & PT Deduction & Accounting.
- ✓ Communication with Vendors.

Academic Details:

- ✓ Post Graduate in Commerce- Pune University with 60%.
- ✓ Graduate in Commerce- Pune University with 51%.
- ✓ Passed 10+2- Maharashtra State Board with 67%.
- ✓ Passed 10th- Maharashtra State Board with 61%.

Technical Skills:

- ✓ Tally ERP-9
- ✓ MS-Office (Specially MS-Excel)

Extra-Curricular Activities:

- ✓ Participated in IT genius competition.
- ✓ Participated in Tally ka boss competition.
- ✓ I have completed MS-CIT.
- ✓ I have Completed CIA+ course conducted by ICA.

Personal Information:

- ✓ DOB- 6th May, 1996
- ✓ Marital Status- Single
- ✓ Languages Known- Marathi, English, Hindi
- ✓ Hobbies- Solving Puzzles, Aptitude tests & Listening Music.

Declaration:

I do hereby declare that the above given information is true and accurate up to the best of my knowledge and belief.