

SUNIL RAMDAS KOTKAR

A/P-Karajgoan, Post-Narsali

Tal-Rahuri, Dist-A. Nagar-413715.

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OBJECTIVE-

To be a successful employee with my best efforts, hard work & commitment in the progress of organization wherever I work.

PROFESSIONAL WORK EXPERIENCE-

- At Present working with **NAVNATH DAIRY DUDH SANKALAN KENDRA & SHITKARAN KENDRA (DAIVATAM DAIRY)** as **SR. Executive-Account & Finance** since FEB 2026.

CAREER HIGHLIGHTS-

- Lead Team member in successfully accomplishing the project of switch from Tally to SAP software.
- Deep & thorough knowledge of SAP. Specially FI & MM module and ERP
- Exposure to Internal Financial Control audit (IFC) & assurance of IFC in current organization.
- Smoothly done the integration of GL balance transfers from Tally to SAP.

CURRENT WORK PROFILE& EXPERIENCE-

For Vaibhav s Parjane and company CA Firm 02 Years of experience,

Period Jan 2011 to Feb 2013,

- Clint bill verification and checking
- Pay sheet verification and checking
- Contractor labour pay sheet verification and checking
- All expenses verification and checking
- Sales and purchase register checking and verification
- Monthly stock verification
- Inward & Outward tanker transport monthly invoice and accounting verification
- Tanker transport verification

For 'Prabhat Dairy Pvt Ltd 06 Years of experience as Executive-Internal Audit,

Period Mar 2013 to Mar 2019,

- Tanker transport verification
- Scarp sales verification & accounting verification
- Monthly stock verification
- Inward & Outward tanker transport monthly invoice and accounting verification
- Primary transport monthly invoice and accounting verification
- Traveling expense verification monthly basis
- Purchase & sales Invoices checking
- Dairy petty cash vouchers verifying
- Preparation of Vendor Reconciliation on periodic basis

For Sunfresh Agro Ind Pvt Ltd 05 Years of experience,

Period Mar 2019 to present,

- Preparation of Vendor Reconciliation on periodic basis.
- Day to Day Miro Invoices Checking & Booking.
- Expenses and utility template upload process with checking proper GL and cost centre
- Purchase register data verification monthly for checking proper tax calculate in PO and invoice booking otherwise wrong tax calculates to rectify and corrected
- Conducting monthly Physical inventory verification and co-ordinate with internal audit and statutory auditor to resolve their queries at the time of calendar and financial year end.
- Collecting and analysing the reasons of physical inventory differences in co-ordination with Plant and Milk collection team.
- Analyse GR/IR Clearing Account and Display Acquisition Tax.
- Prepare Monty GCV Working and raised debit note to vendor
- Pay sheet verification off roll with statutory complies PF,PT,ESIC,bonusetc..
- Inward & Outward tanker transport monthly invoice and accounting verification
- Traveling expenses verification with proper cost centre and GL
- Service entry sheet creation and checking proper cost centre and GL
- Making physical inventory differences adjustment in system post approval from management.
- Handling internal and statutory audit

For VRS FOODS LIMITED 09 MONTH of experience,

- Executing all purchase activities through SAP MM.
- Budgeting & Cost Control.
- Purchase & Service order creation in SAP MM module only for capex.
- Create service entry sheet
- Miro booking
- Vendor reconciliation
- Per month fixed assets report send to MD sir.

- Checked vendor registration form with all supporting document.
- In weekly two times create vendor payment sheet and send to bank department for payment.
- Analyse GR/IR Clearing Account and Display Acquisition Tax.
- Purchase register data verification monthly for checking proper tax
- Handling internal and statutory audit.
- Pay sheet verification off roll and on roll with statutory complies PF, PT, ESIC, bonus etc.
- Collecting and analysing the reasons of physical inventory differences in co-ordination with Plant and Milk collection team.
- Conducting monthly Physical inventory verification and co-ordinate with internal audit and statutory auditor to resolve their queries at the time of calendar and financial year end

For PATANJALI FOODS LIMITED 2 MONTH of experience,

- Executing all purchase activities through SAP MM. and ERP
- Executing all Sales activities through ERP
- Purchase & Service order creation in SAP MM module only for capex.
- Farmer payment checked with Everest software balance with ERP system balance
- Create service entry sheet
- Miro booking in SAP and ERP
- **Techno Commercial discussion** with suppliers and negotiating with suppliers and finalization of order
- Vendor reconciliation
- To collect best Quote from supplier.
- To Prepare Comparison, Negotiation & Vendor Finalization Sheet.
- To get approval duly sign & mail to supplier with telephonic confirmation.
- Purchase & Service order creation in SAP MM module
- Per month fixed assets report send to MD sir.
- Checked vendor registration form with all supporting document.
- In weekly two times create vendor payment sheet and send to bank department for payment.
- Analyse GR/IR Clearing Account and Display Acquisition Tax.
- Purchase register data verification monthly for checking proper tax
- Handling internal and statutory audit.
- Collecting and analysing the reasons of physical inventory differences in co-ordination with Plant and Milk collection team.
- Conducting monthly Physical inventory verification and co-ordinate with internal audit and statutory auditor to resolve their queries at the time of calendar and financial year end

For NAVNATH DUDH SANKALN KENDRA & SHITKATAN KENDRA (DAIVATAM DAIRY) 3 MONTH of experience,

- Executing all purchase activities through Tally Prime. and ERP

- Executing all Sales activities through ERP
- **Techno Commercial discussion** with suppliers and negotiating with suppliers and finalization of order
- Vendor reconciliation
- To collect best Quote from supplier.
- To Prepare Comparison, Negotiation & Vendor Finalization Sheet.
- To get approval duly sign & mail to supplier with telephonic confirmation.
- Purchase & Service order creation in SAP MM module
- Per month fixed assets report send to MD sir.
- Checked vendor registration form with all supporting document.
- In weekly two times create vendor payment sheet and send to bank department for payment.
- Analyse GR/IR Clearing Account and Display Acquisition Tax.
- Purchase register data verification monthly for checking proper tax
- Handling internal and statutory audit.
- Collecting and analysing the reasons of physical inventory differences in co-ordination with Plant and Milk collection team.
- Conducting monthly Physical inventory verification and co-ordinate with internal audit and statutory auditor to resolve their queries at the time of calendar and financial year end
- Liasoned with finance team to ensure timely release of payments.
- Started delivery & rejection monitoring vendor wise for vendor analysis.
- Responsible for on time delivery of material.
- Continuous Process Improvement
- Supplier Monitoring & Quality Control.
- Negotiation of price, payment term & delivery period.
- Vendor identification & finalization on the basis of Cost, Quality, Technical ability, Delivery.

PROFESSIONAL/ACADEMIC QUALIFICATIONS-

Degree	Institute/College	Board/Uni.	Year	%
M.Com	Arts. Commercesci. Collage Rahuri.	Pune University	2011-12	60 %
B.COM	Arts. Commerce collage Belapur	Pune University	2009-10	58 %
H.S.C	J.T.S Collage Belapur	Pune University	2005-06	58 %
S.S.C.	ChandreshwarM.V.Chandegaon	Pune University	2003-04	51 %

TECHNICAL QUALIFICATION-

- Knowledge of Operating System- Windows, MS Office 16.
- Knowledge of SAP HANA DATA BASE(FI & MM),ERP
- Effective use of Internet for relevant updates.
- MSCIT
- Diploma - Computer

PERSONAL INFORMATION-

Date of Birth- 17thJune 1987

Gender - Male

Marital Status- Married

Languages Known - English, Marathi, Hindi

Hobbies & Interest - Cricket, Reading Books, Travelling & Surfing on Internet.

Yours Faithfully,

Sunil R Kotkar