

Resume

Rahul Suresh Khude

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Objective:

Grow with the organization professionally and personally.

Highlights:

- Innovative.
- Good communication skill.
- Learning Attitude.
- Proper utilization of available resources.
- Time management.
- Good in data analysis, planning & Project implementation.

Educational Qualification:

- B.com, in second grade, from Shivaji University Kolhapur, (D. G. College Satara)
- H.S.C. in second grade, from Kolhapur Board, (D. G. College Satara)
- S.S.C. in second grade, from Kolhapur Board. (Bhawani Vidya Mandir Satara)

Experience:

- Work in ' **Baramati Agro Ltd** ' as ' **Accounts Officer** ' from **Sept 2013** to **Aug. 2025**

Workarea:

- Transport Billing.
- Controlling of cash activity as well as reduce cash transaction.
- Follow up with customer for payment.
- Branch cash expenses managing & monitoring.
- Processing vendor payment (RFQ, PO, Execution, Bill & Payment)
- Process monthly Petty cash expenses

- : Travelling
 - : Electricity
 - :Security Bills
 - :Telephone & Mobile
 - :Pantry& stationary
 - : Rent
 - Managing vehicle Trip expenses
 - :Diesel expenses
 - :Road expenses
 - :Food expenses
 - :Challan & Taxes
 - Working knowledge about TDS,
 - Providing Daily Report & MIS Report as per Management Requirement.
 - GST filling, GST Registration Cancelled activity.
 - TDS deduction, Payment & ReturnFilling.
 - Company Merger activity as per court
 - Commercial bill booking
 - MIRO bill booking in SAP
 - Factory accounting knowledge.
- 1.5 year experience in '**Avinash Carrier Pvt Ltd**' as '**Accounts In charge**' at Head Office Satara, from March 2012 to Sept 2013. The Company is engaged in domestic transportation of industrial goods.

Work area:

- Daily Cash transaction control
 - Controlling of Creditors & Creditors reconciliation
 - Online fund transfer to branches as per daily fixed limit
- Five years of experience in '**TATA AIG LIFE**' as '**Cashier**' through **CMS Security** as at Satara branch.

Work Area.

- Receipting and clearing activities of satara branch
- Responsibility of cash as well as cheque deposition.
- Collection of cheque and cash from customer.
- Maintainingallcashandchequerecordsasperauditprocessrequiredbyorganization.
- Handling queries of walk-in as well as entire customers.
- Checking of application forms for new business login.

ComputerSkills:

- Professional training of Computer Hardware in "B+" grade.
- MS-CIT.
- Professional in using internet application.

PersonalInformation:

- **Permanent Address** :-356 MalharPeth, Satara.
- **e-mail** :-rahul.khude87@gmail.com
- **Contact No** :-9860256767
- **D.O.B** :-08th February1987
- **Gender** :-Male
- **Marital Status** :-Married
- **Nationality** :-Indian
- **Languages Known** :-Marathi, Hindi, English.
- **Hobbies** :-Traveling, Tracking, like to play Football, Cricket, Badminton

I here by declare that above information is true to the best of my knowledge and belief.

Date:

Place: Satara

Rahul Suresh Khude