

RAJESH KONDHARE

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Summary

A competent professional with over 15+ years of experience in Finance & Accounts. Worked on Microsoft Dynamics Business Central D365, Tally ERP, Tally Prime for India, USA & Canada company

Experience

Econix InfoTech India Pvt. Ltd (Microsoft Gold Partner)

Pune

01/2023 - 08/2024

Accountant

- Prepare sales invoices by creating jobs as per terms and conditions mention in PCR in Business Central
- Prepare purchase invoices in Business Central with correct G/L account
- Create Customer and Vendor along with Dimensions in Business Central
- GST / TDS set-up in Business Central
- Receipts/payment entries for Vendor and customer and apply entries in Business Central
- Create G/L account in chart of account in Business Central
- Fixed assets entries after creating new assets class and depreciation period in Business Central
- Lead Passing Journal entries and recurring journal entries for monthly salary in Business Central
- Cash, Bank, Credit card entries in business entries in Business Central
- Monthly Trial Balance in Business central and prepare BSPL for Management review.
- Filling of Monthly GSTR- 1 & GSTR-3B,& Filling of –Letter of Undertaking (LUT)
- Filling of quarterly e-tds return and issued quarterly Form16A
- Filling of Annual ROC /MCA returns like AOC-4, GNL-2, ADT-1, MGT-7, DPT-3, MSME
- Manage project change requests (PCRs), ensuring alignment with project goals and client expectations.
- Filling of FLA return with RBI

Mobikode Software Pvt Ltd

Pune

Senior Accountant

03/2022 - 10/2022

- Day to day account till finalization.
- Filling of Monthly GSTR- 1 & GSTR-3B,& Filling of –Letter of Undertaking (LUT).
- Payroll calculation for Employee including PF, PT, MLWF, TDS
- Filling of ITR -6 with income tax department
- Filling of etds return in form 24Q & 26Q quarterly

Accelon Technologies Pvt Ltd (SAP Gold Partner)

Pune

Accountant

01/2021 - 03/2022

- Day to day account till finalization.
- Filling of Monthly GSTR- 1 & GSTR-3B,& Filling of –Letter of Undertaking (LUT).
- Payroll calculation for Employee including PF, PT, MLWF, TDS
- Filling of ITR -6 with income tax department
- Filling of quarterly e-tds return and issued quarterly Form16A
- Reconciliation of accounts receivable/Payables.

Kaloupi IT Services Pvt.Ltd
Senior Accountant

Pune
09/2006 - 07/2019

- Payroll of Indian Employee.
- Expenses Reports Processing Billable & non billable.
- STPI Activities – Monthly Service Export Invoice Monthly, Quarterly, Annually Progress Reports,
- Consultant follow-up for PF, MLWF payment & return
- Handling, preparing Service Tax payment & half yearly Returns.
- Payment of TDS & Filling quarterly e-tds return.
- Accounting of Inter-company Receivables / Payables.
- Finalization of Annual Statutory Audits, filling of for 3CD, ITR-6
- Filling of form 23AC-XBRL, 23ACA-XBRL AOC-4, GNL-2, ADT-1, MGT-7, INC-23, CHG-1,CHG-4,CHG-8 DPT-3, MSME with Ministry of Company Affairs
- Increase in share capital all processes like filling of form- INV-5, Form MGT-14, Annex-II, SH-7, PAS-3, Form FC -GPR, Franking of share certificate.

Baramati Engineering Pvt.Ltd
Executive- Accounts

Pune
06/2003 - 08/2006

- Debtors & Creditors Accounting
- Co-ordination with works plants, other departments.
- Receivable & Payables Management, Funds Planning
- Responsible for statutory dues-TDS payments, Statutory bills like MSEB, Telephone/Mobiles,
- Rate & Taxes, Provident Fund, ESIC, Professional Tax, Excise Duty PLA Deposit, Sales Tax,
- CENVAT Credit reconciliation for Raw Material as well as on service tax paid.
- Bank Reconciliation, Stock Valuation, Submission of Stock Statement (MIS) to Bank
- Submission of TDS Returns.
- Co-ordination with the suppliers for the payment issues.

Skills

- Tally Prime
- Business Central D365
- SAP FICO
- GST
- TDS
- India Payroll
- ROC/MCA returns
- Keka Payroll software
- Pocket HRMS
- RBI Compliances

Education

Appasaheb Jadhe College of Arts & Commerce	Pune
Bachelor of Commerce (B.Com.)	1997
Shri Shivaji Maratha College of Arts & Commerce	Pune
HSC in Commerce	1994
MES Boy's High School	Pune
Secondary School	1992

Licenses & Certifications

- D365 Business Central Functional Consultant from Radical Technologies

Hobbies & Interests

- Playing cricket and other games
- Passionate about learning new things.
- Travelling and experiencing different culture

Personal Information

Address: - Flat No. D-105 'Avenir Society" S.No.8/6, Sadashiv Dangat Nagar, Dabhadi, Pune-411046

Date of Birth: - 24th May 1975