

SWAPNIL PASALKAR

A result-driven professional with extensive experience in the field of accounting, & focus on accounts payable and receivable, leveraging expertise in financial planning, risk management, and stakeholder communication. Targeting opportunities to contribute to organizational growth and success.



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Pune, India



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TECHNICAL SKILLS

- Expertise in ERP IN4 system, MS Office (Word, Access, Excel).
- Proficient in utilizing communication platforms such as MS Outlook.

PROFESSIONAL EXPERIENCE

Naiknavare Developers Pvt. Ltd.

Designation – Jr Account Executive

Period: From 2 Jan 2023 to Till Date.

-21 Jun2021 to 31 Dec 2022 (3rd Party contract)

Handling 8 projects and 5 Director Properties

- Maintenance work and updating the data.
- Service invoice verifications, preparing monthly reports for pending invoices.
- Updating monthly cash flow project-wise(Monthly collection & expenses)
- Handling payments of vendors, collecting and validating documents for processing regular/advance payments.
- Handle banking work.
- Hand over the Society.
- All sites Collection cheques received and Receipt realization daily basis.
- Security Deposit Refund process.
- Month-end closing activity.
- Creation of Employee reimbursement vouchers daily.
- Maintain daily expenses of the office & site.
- Handle the petty cash of the site
- Handling all Daily Accounting activities in the IN4 system.
- Preparing monthly reports for pending bills, sending remarks to Site managers and addressing internal auditor queries.
- Responsible for vendor payment keeping detailed records and filing.
- All sites Common meter MSEDCL bill payments.
- Director Property MNGL, MSEDCL, Property Tax bills.

PERSONAL DETAILS

Date of Birth: 11th Nov 1998

Languages Known: Marathi, Hindi, English

Address: Green City Society Ltd, Shivane – 411023.

EDUCATION

B.Com. - Mamasahab Mohol College, Kothrud, Pune | 2020

H.S.C- Bharati vidyapeeth's Yashwantrao Mohite Collage, Kothrud, Pune-38 | 2016

S.S.C- Bharati Vidyapeeth, Kothrud, pune-38 | 2014

CERTIFICATION COURSES:

- Diploma Course Graphics & Office Automation
(Specialization in MS-Office 2010, Computer Basic, Graphic Designing) Year-2016
- Hardware and Networking Net master (A+, N+, CCNA , LINUX,MCITP) Year-2017

AWARDS AND ACHIEVEMENTS:

- I had passed the Elementary & Intermediate Grade Drawing Examination.
- Finalist for Poona District Kickboxing Championship 2011.
- Winning different competitions & certificates in School and college.

DECLARATION

I hereby declare that the above statements are true to the best of my knowledge and belief.

I assure that I will execute my work to the fullest satisfaction of the organizational goals and responsibilities assigned to me.