

Sushant Dattatraya Hublikar
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Objective:-

Intend to learn and seeking an opportunity in an organization/firm where I can get the opportunities to test my existing abilities and enhance my knowledge and skills.

EDUCATION QUALIFICATION: -

- **Graduate in Commerce** with **69.50%** (First Class) from Savitribai Phule Pune University

Core Subjects: Advanced Accounting
 Auditing & Taxation
 Cost & Works Accounting

- **12th HSC Maharashtra** Board in February 2017 with **77.67%**.
- **10th CBSE** in May 2015 with **79.80%** or **8.6 CGPA**.

WORK EXPERIENCE: -

- **Malgudi Tiffin Services, Hubli | Account Manager**
December 2018 - April 2019.
 - Did daily stock check and maintained sales records.
 - Learnt how to manage the cash book, communication with customers and other employees.

- **Pentagon Construction, Pune | Accountant cum Admin Executive**
January 2023– April 2024
 - Maintained the books of the organization in addition to four other partnerships in which the promoter was a partner. Used Tally ERP9 for maintaining records of the organizations.
 - Have an experience in handling the RERA Accounting with 70% and 30% accounts as prescribed in the RERA.
 - Maintained records for GST and TDS in Excel.
 - Prepared Builder NOCs, Applications for CF NOC, Demand Letters for customers and maintained records for the same.

- **Surpeme Universal, Pune | Account Executive**
May 2024 – Present
 - Daily Tasks :
Account Receivables: Clearing and sending Suspense of Receipts of Customers to CRM.
Bank Reconciliation of all accounts. Downloading and keeping a track on Bank Statements and FDs created.
 - Account Payables: Checking of Invoices of Suppliers with thorough checking which included checking and matching of e-way bills with GRNs and Purchase Orders & issue of payments for the same.

- Prepared Fund Position (Balances of Accounts at the end of the day) and Daily Cash Flow Statements.
- Matching of GSTR2 with bills booked in the ERP/Tally.
- Preparation of Final Accounts ; which included reconciliation of banks, Checking balances of Payables and Receivables, preparation of Trial Balance, P&L Statement & Balance Sheet in MS Excel with the help of extract of Trial Balance from Tally/ERP.
- Lent a hand to the organization in automation of the workflow.
- Working and Payment of TDS for both Payables and the Customers (of the Unit sold).
- Prepared Letters and arranged required documents for RERA withdrawal, Bank KYC, New Account Openings, E-Net Applications,RERA Declarations, etc.

KEYSKILLS: -

- ❖ MS Office and Tally ERP (Tally Prime and ERP9)
- ❖ Good in English speaking and writing.
- ❖ Managing of Funds.
- ❖ Team Spirit
- ❖ Eagerness to learn.

HOBBIES, LANGUAGES AND PERSONAL DETAILS: -

- ❖ Hobbies: Playing Table Tennis, Collecting Coins.
- ❖ Languages known: English, Hindi, Marathi, Kannada
- ❖ Gender : Male
- ❖ Marital Status : Unmarried
- ❖ Date of Birth : 20/03/1999