



Milind S. Athre

"Krishna Niwas" Opp.Block A-323,
Near Hanuman Temple, Kurla Camp,
Ulhasnagar-4.

M-9860653886

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milindathre11@gmail.com

Personal details :

Father's Name	:	Late Sadashiv M. Athre
Occupation	:	Ex Fire Officer
Wife's Name	:	Mrs. Shaila Milind Athre
Occupation	:	Housewife
Date of Birth	:	29 th May, 1975.
Nationality	:	Indian.
Martial Status	:	Married.
Languages Known	:	English, Marathi, Hindi.

Educational Background :

• **Bachelor of Commerce**

Degree in Commerce obtain from R.K.T. College (Mumbai University) of Ulhasnagar in 1998.

• **Diploma :**

Import Export Management diploma from Exim Management, Andheri in the year 2002.

Extra Qualification :

- Computer proficiency In **SAP, Tally ERP-9, Ms Office, D.T.P. & UDYOG SOFTWARE (EXCISE)**,
- Typing Courses :-
English : 50 w.p.m.
Marathi : 40 w.p.m.
Hindi : 40 w.p.m.
Electronic Typing course completed.

Work Experience :

- Working as **Sr Executive-Accounts** with R R Infrastructure Pvt Ltd-Khopoli (Group company of R R Kabel Ltd.-Mfg of Car Parking System) from 02.06.2023 To 09.09.2025.

Job Profile

- Working on SAP/Tally Software

Accounts Payable-Receivable Domestic & Import /Vendor Reconciliation /GL Updates /Vendor Clearing /Preparation of DN & CN. Follow-up as per pending GRN report /Scrutiny of purchase Invoices as per GST Norms. Vendor Satisfaction. Ensure Proper Tds deduction, Co-ordination with AMC, Installation, Stores & Purchase Team for resolving Invoice issues. Invoice attachments in system, Banking Operations –Bank Reco , Stock Statement Submission etc. Attending GST Audit Operations etc.

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- Worked as a **Sr. Executive-Accounts-Excise** with **Supermax Personal Care Pvt. Ltd. -Thane** From 02.01.2013 To 30.11.2022

Job Profile

Working on SAP Software

Before GST Looking over Excise Invoicing & Return Filing of Service Tax & Excise Return Filing etc. From 2017 working with A/c Team Bills Payable/ Invoicing/GL Updates for MIS /GST/ Tds / Vendor Reco / Bank Reconciliation /monthly

Excel Report updating.

- Worked as a Sr. Accounts / Excise Officer with **M/s K.P.Steels Pvt. Ltd. & Technical Diving & Allied Inst. Ser. Co. (M S Wire Mfg Unit & Under Water Service Industry)** Thane from 19.06.2009 To 31.12.2012 under Tally ERP9., Return Fileing- Excise/MVAT/Service Tax / Tds / Banking & Purchase/Sales Recovery etc. Attending Govt Offices.

- Worked as a **Sr. Excise Officer** with **Vidyut Metallics Pvt .Ltd.**(Stainless Steel Blade Mfg. Co.) Thane from 01.11.2007 To 18.06.2009.

- Worked as **Excise Assistant** with **M/s Emco Ltd., (Transformer Mfg. Ind.)** Thane from 16.08.2006 To 31.10.2007

- Worked as **Jr. Accountant cum Excise Executive** with **M/s K.P. Steels Pvt. Ltd.**(M S Wire Mfg. Co.) & **Technical Diving & Allied Inst. Ser. Co. ,** Thane from 10.06.1998 To15.08.2006 under Tally ERP9 system.

- Worked as an **Internal Auditor** with **M/s Engineer & Mehta** (Chartered Accountant) Mumbai from 16-10-96 to 09-06-98. Internal audit done in following companies.
 1. ISIBARS Ltd., Khopoli & Turbhe.
 2. GKW Ltd., Bhandup.