

Rupwate Kishor

OBJECTIVE

Dedicated Assistant Accountant with comprehensive experience in financial management, reporting, and analysis. Proficient in handling accounts payable and receivable, reconciling accounts, and ensuring compliance with regulatory standards.

PROFESSIONAL EXPERIENCE

Accountant

Pravara Rural Education Society, Nashik (SVIT)

11/2022 – 07/2024 (Nashik, Maharashtra)

- Managing accounts payable processes, which involves processing invoices,
- verifying transactions, reconciling statements or .Bank reconciliations
- Assisting with tax compliance activities, including preparing tax returns and etc
- Recording salary details, including basic pay, allowances, deductions, and taxes.
- Maintaining Documents Supporting.
- FRA Maintaining.
- Generating financial reports to provide insights into the institution's financial health,
- including income statements, balance sheets, and cash flow statements.

BANKING SKILLS

- Financial Knowledge: Understanding of banking products, services, and financial markets.
- Customer Service: Ability to communicate effectively and handle customer queries and complaints.
- Numerical Ability: Strong mathematical and analytical skills for transactions, calculations, and risk assessment.
- Problem Solving: Ability to analyze issues and provide solutions efficiently.
- Sales and Marketing: Promoting banking products and achieving sales targets.
- Risk Management: Assessing and mitigating financial risks associated with loans, investments, etc.
- Teamwork: Collaborating with colleagues and departments to achieve organizational goals.
- Ethical Standards: Upholding integrity and ethical standards in all banking activities.



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Nashik, Sinnar

in <http://www.linkedin.com/in/kishor-rupwate->

EDUCATION

MBA (Finance)

Savitribai Phule Pune University

09/2022-08/2024(Nashik, Maharashtra)

PGDCA (Computer Application)

Eknowledge Education, Odisha

05/2021- 07/2022

B. COM(Accounting & Marketing)

Savitribai Phule Pune University

08/2019 - 06/2022 (Nashik, Maharashtra)

SOFT SKILLS

- Adaptability
- Strong Work
- Time Management
- Critical Thinking
- Handling Pressure
- Leadership
- Proficiency

CERTIFIED COURCES

- Tally ERP-9.
- Tally Prime
- MS-CIT

LANGUAGES

- English
- Marathi
- Hindi