LAKHAN RAJESH MATRA

Pune | +91-771 9999 470| [matralakhan99@@gmail.com](mailto:nishatalekar1199@gmail.com)

**Motivated and enthusiastic Professional with 3+ years’ experience in Finance& accounts.**

* Proficient in management of Stock **Audits.**
* Successfully managed the Purchase Invoice Booking, Sales Invoice Booking, Bank Entries
* **Hands-on experience in areas of** Reconciliation, Monthly Reporting Work, Stock Transfer Entry, Credit Note & Debit Note Booking, Expenses Checking & Reimbursement.
* Skilled in striking perfect coordination with all interest groups- Service centers, Vendors, Team members, to ensure hassle-free work performance.
* Financial and regulatory reports
* **Presentation skills with ability to interact smoothly with clients, stakeholders, and cross functional teams**.

# KEY SKILLS

Financial Analysis Financial Reporting Data inputting Auditing Bookkeeping General Ledger Management 

Account Reconciliation  Inventory Assessment Records Review Audit management Inventory Control

**WORK HISTORY**

## Hyundai Engineering Plastic India Private Limited (Automotive Manufacturing) Dec 2024-Present

### Accounts Executive

* + Approving Purchase & sales On the ERP Korean Based Software.
  + Ledger Reconciliation Reconciled Ledger to ensure accuracy and consistency.
  + GRN Query Solving Resolved queries relate to Good Receipt Notes.
  + Debit & Credit note Management Prepared & Mailed Debit & Credit notes on Daily Basis.
  + Bank Reconciliation on Daily Basis.
  + Documentations & filing Maintained Proper Documentation and Ensure timely monthly Filing.
  + Follow up for the payment to the customer on weekly Basis.
  + Due list providing to the purchase team on weekly Basis.
  + Good Knowledge of Import & Export.
  + Handling the team of 3 members.
  + GSTR-2A Reconciliation with GST portal.
  + MIS reporting Prepared and Submitted MIS report as Required.
  + Preparing Collection Reports on Daily Basis.
  + Managed Full-Cycle of account payable & Receivable including invoice GRN po verification.
  + Prepared operational and risk reports to management analysis.

## Knest Manfacturers Private Limited (Aluform Manfacturing) Oct 2023-Dec -2024

### Accounts Executive

* + Purchase booking Aluminum, MS, and Consumables asset in tally prime
  + Ledger Reconciliation Reconciled Ledger to ensure accuracy and consistency.
  + GRN Query Solving Resolved queries relate to Good Receipt Notes
  + Debit & Credit note Management Prepared & Mailed Debit & Credit notes on Daily Basis.
  + Documentations & filing Maintained Proper Documentation and Ensure timely monthly Filing.
  + Handling the team of 3 members.
  + Managed Full-Cycle of account payable & Receivable including invoice GRN po verification
  + GSTR-2A Reconciliation with GST portal.
  + Prepared operational and risk reports for management analysis.
  + Good Knowledge of Import & Export.
  + Basic Knowledge of SAP S4 HANA Booking journal Entries, purchase entries & petty cash entry MIRO & FB60
  + Hands on tally prime with experienced of 3+ years of experience.
  + Due list providing to the purchase team on weekly Basis.
  + Managed Full-Cycle of account payable & Receivable including invoice GRN po verification.
  + Monitor accounts to ensure payments are up to date, revived aging reports.
  + Prepare Stock reconciliation Reports on monthly Basis.
  + Prepared Daily Reports on audits findings.
  + Collaborated with purchase, Store, & Quality Team to match PO & GRN With TAX INVOICE addressing any discrepancies

## Sandeep Nandkishor Bhande ( Tax Consultant )

## June 2021 -Oct 2023

### Tax Assistant

* + Purchase Booking Records and manage purchase transactions.
  + GSTR-2A Reconciliation with GST portal. & Power GST software.
  + Handling the team of 3 members.
  + Documentations & filing Maintained Proper Documentation and Ensure timely monthly Filing.
  + Ledger Reconciliation Reconciled Ledger to ensure accuracy and consistency.
  + Bank Reconciliation on Daily Basis.

# EDUCATION

* **Master of Business Administration (M B A PURSUING)** | Dr. D.Y Patil College Pimpri chinchwad |Expected 2026
* **Diploma In taxation Law (DTL) Abhinav Education Society Pune / passed with 8.09 CGPA (Savitri bai Phule university Pune Maharashtra.**
* **Bachelor Of business Administration|** Shri Shivaji Collage Parbhani| 2023 Passed With 9.02 CGPA (Swami Ramanand Tirth University Nanded.