

## PANKAJ AHER

Pune, India 411018 | +91-8855003813 | pankajaher20@gmail.com

### Professional Summary

Detail-oriented Accounting Professional with **6+ years** of experience in maintaining accurate financial records, streamlining processes, and supporting strategic decisions in corporate environments. Proficient in ERP platforms, Zoho Books, and Tally Prime (latest version). Adept at financial statement analysis, reconciliations, and compliance with statutory requirements. Open to new opportunities to contribute expertise and drive organizational success.

### Technical & Software Skills

- Accounting & ERP: ERP (multi-module), Zoho Books, Tally Prime (latest version), MS Excel (Advanced), GST & TDS Utilities
- Financial Reporting: MIS, Bank Reconciliation, Year-end Closing
- Other Tools: Net Banking, Document Management, Typing Marathi/English 30 wpm

### Professional Experience

#### **Senior Accountant | Asia Tech Center Pvt. Ltd., Pune | Feb 2019 – Present (6 yrs 7 mos.)**

- Manage complete accounting operations, statutory compliance, and reconciliations across multiple cost centres.
- Prepare and review **monthly, quarterly, and annual MIS** reports, ensuring accuracy of **P&L, balance sheet, and cash-flow statements**.
- Oversee **GST, TDS, and other tax filings**, ensuring timely submissions and adherence to Indian accounting standards.
- Handle **accounts receivable & payable cycles**, credit control, vendor payments, and ageing analysis.
- Monitor and reconcile **inter-company and bank accounts** to maintain accurate ledgers and liquidity tracking.
- Support **budget preparation, variance analysis**, and provide actionable insights to senior management for cost control.
- Coordinate with **external & internal auditors**, prepare audit schedules, and close audit observations promptly.
- Implement and maintain **ERP modules, Zoho Books, and Tally Prime**, streamlining workflows and automating routine tasks.

- Develop and document **SOPs for accounting processes**, reducing month-end closing timelines.
- Lead, train, and supervise a **3-5 member accounting team**, delegating tasks, reviewing work, and conducting performance reviews.
- Liaise with **banks, consultants, and statutory authorities** for loan documentation, compliance, and corporate reporting.
- Drive **continuous process improvement**, including adoption of paperless invoicing, e-payments, and digital reconciliations

### Education & Certifications

Bachelor of Commerce (Accounting), Pune University, 2015 (First Class)

Diploma in Taxation Laws, Dr. D.Y. Patil College, Pune, 2017

Professional Development Studies in Taxation, 2017

Recipient of NSS Awards, 2014

### Languages

English – Intermediate (B1)

Marathi – Advanced (C1)

Hindi – Advanced (C1)