

## Resume

### Milind Ashok Patil

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### Professional value offered.

1. Experienced Finance and Accounting professional with a demonstrated history of working in the Service provider & Private limited industry. Skilled in Accounts Payable Processes, Vendor Management and Team building seeking a position in an organization.
2. Proven ability to maintain precise records and proficiency in several accounting applications like SAP HANA and PeopleSoft. A hard worker with strong vendor relations and communication skills.
3. Experienced as an Assistant professor in Business Management at R.C.P.E.T'S Institute of Management Research and Development Shirpur.

### Research Experience

1. Submitted one Research Proposal to KBCNMU Jalgaon under VCRMS and awaiting for Approval
2. Qualified Ph.D Entrance Examination awaiting for further process.

### Academic Qualification:

Academic Qualification	Institute/ University/Board	Specialization	% or CGPA	Class
MBA	Savitribai Phule Pune University	Financial Management	8.160 CGPA (66.80%)	First Class
B.B.M	Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon	Human Resource Management	6.83 CGPA	First Class
HSC	Nasik	Science	60%	First Class
SSC	Nasik	-	76%	Distinction

## **Professional Experience**

**Current Organization: R.C.P.E. T'S Institute Of Management Research & Development**

**Designation: - Assistant Professor (November 2020- till Date)**

**Job Profile: - Taught various subjects to BBA and BMS students.**

1. Subject Taught: - Business Research Methodology, Principles of Management, Capital Money and Commodity Market, Banking and Insurance ,Case Studies in Management
2. Academic activities: - Exam Committee, Avishkar Committee Member, NACC Committee member
3. KBCNMU Winter and Summer Examination Paper evaluation

**Organization: - WNS Pune**

**Designation: - Sr. Associate (March 2019 – September 2020)**

**Job Profile:- Accounts Payable & Vendor Master Management**

**Handling Vendor Management Team for US Based Energy Company.**

1. Vendor Creation & Changes for PO and NON-PO Vendors.
2. Check W9/W8 form, Vendor Set up form
3. Change in Vendor information and Amend Banking details correctly.
4. Good knowledge of ACH and Wire Banking Payment methods.
5. Providing necessary details to Client as per requirement.
6. Preparation of various reports in month end book closing.

**Organization: - SKP Business Consulting LLP**

**Designation: - Associate (Jan2018 – Feb-2019)**

**Job Profile: - Accounts Payable & AMEX Management**

**Handling Accounts Payable for Blood testing Equipment Company.**

1. Booking of PO & Non-PO invoices in SAP HANA
2. Check the invoices raised by the vendors & ensure timely payment as per agreed terms.
3. Review invoices for appropriate documentation and approval prior to payment.
4. Ensure proper deduction of TDS on payments made to the vendors as per service.
5. Regular booking of purchase invoices.
6. Responsible for Accrual and helping in Payments on time for invoice to Vendors.
7. Responsible for Verification of Air travel tickets of Business Tour done by client and their employees which includes Accrual, Verification, Reconciliation, JE Preparation and ensure that Payments done for Air Travel tickets to AMEX Card Company who act as a vendor for Client for Bookings.

## **Achievements**

1. Won League of Champion award for Best Performance in a Vendor Management at WNS Pune
2. Certificate for Event Manager & Good Presenter by RCPIMRD in graduation.
3. Certificate for as an excellent student in Project Report Writing in graduation.
4. Second (U.G) Prize for Institute Level Avishkar Poster Competition during BBM
5. Participation Certificate for Dhule District Level Avishkar Poster Competition during BBM
6. Participation Certificate for University Level Avishkar Poster Competition at Jalgaon during BBM
7. Appreciated prize for Inter College Quiz and Presentation Competition held at Jalgaon during BBM.
8. Certificate of Participation in the Event of Business Plan Activity at IMR Jalgaon
9. Certificate of Participation in Outlook, A National Business Plan Conducted By NMIMS
10. Organizing Mangalya Event conducted By MIBM, Pune

## **Conference/ Workshop/ Coursera Certification/ FDP attended**

### **Coursera Certificates**

1. Accounting: Principles of Financial Accounting
2. Assets in Accounting
3. Bookkeeping Basics
4. Build a Real-time Stock Market Dashboard using Power BI
5. Finance for Startups
6. Financial Statement Analysis
7. Human Resources Analytics
8. Introduction to Financial Markets
9. Liabilities and Equity in Accounting
10. Relationship Management
11. Self-Awareness and the Effective Leader
12. Six Sigma Principles

### **List of FDP and Workshop attended /Participated on Research and Management**

1. Leadership and Excellence in Higher Education online FDP by AICTE Training and Learning (ATAL) Academy
2. Effective Teaching FDP conducted by Sri Balaji College of Engineering and Technology, Jaipur
3. Research Paper Writing and Journal Selection organized by SGT University
4. Business Case Writing organized by SGT University
5. Contemporary Teaching and Learning Workshop at R.C.P.E.T'S IMRD Shirpur
6. How to Write Quality Research Papers FDP organized by Datta Meghe Institute of Management Studies, Nagpur

## **Conference and Seminar Attended**

1. Certificate for Participation at 5<sup>th</sup> National Conference on Indian Digital Economy The Challenges of Change held at MIBM Pune on 27 and 28 September 2017.
2. Certificate for Participation at State level Seminar on Management Education and Technology organized by MIBM Pune on 26 and 27 August 2016.
3. Certificate for Participation on One Day International Interdisciplinary E-Conference On “Benefits of Life Values in Contemporary Social System on 30 September 2021.

## **Certificates**

1. Certificate for Course on Equity Analysis, Technical Analysis & Derivative Trading by Global Investment Pune at MIBM Pune.
2. Certificate for Participation for completed Course in MS Excel & MS-Word at MIBM Pune.
3. Certificate of Proficiency for Spoken English by Speakwell English Academy Pune in 2015.

## **Professional Strengths**

1. Willingness to learn, good grasping power, confident and able to take initiatives.
2. Self-motivated, Objective oriented and organized, pro-active in following up.
3. Positive attitude and ability to succeed in challenging atmosphere & under pressure.
4. Professionally committed, Responsible with Integrity and Trustworthiness

## **Personal Information:**

1. Name : Milind Ashok Patil
2. Date of Birth : 7<sup>th</sup> Nov 1992
3. Gender : Male
4. Hobbies : Reading.
5. Languages Known : English, Hindi, Marathi, and Gujrathi.
6. Permanent Address : At Post Varkhedha House No 442 Near Ration Shop Dist Dhule

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date



