

SHRUNKHAL PRAKASH TAYADE
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Career Objective: A dynamic, team-spirited and result oriented individual seeking to utilize analytical skills and experience to contribute your organization's growth.

Education:

Qualification	Institute	University	Year of Passing	Percentage
B.com (Accounting and Finance)	K.M Agrawal College	Mumbai	2013	60.00
Higher Secondary Certificate	R.K Jr.College	Maharashtra	2010	58.49
Secondary School Certificate	Dnyan mandid School	Maharashtra	2008	35%

WORK EXPERIENCE: -



Working with O-Connect Business Solution Pvt Ltd as Sr. accounts executive in Account Payable Jaguar land Rover UK Process [From Nov 2018 Till date]

- o **Job Profile :** Timely processing of Invoices which are received from supplier.
- o Doing work allocation to team which include all the activities.
- o Timely solving all team members query & Conducting team meeting, presentations.
- o Updating all Trackers as per the allocation, we are using google Macro to send email to requisitioner.
- o Checking all Purchase order in SAP. Accordingly, we are transferring invoices to requisitioner/Approver.
- o Timely follow up with approver through all modes of communication like Calls, Chat, Email.
- o We used to process invoices in SAP as per the payment Term which is decided by supplier and Approver. Clearing all Overdue invoices on high priority.
- o Timely processing of invoices as per the payment by due date and payment term.
- o Auditing of every invoices as per the Standard.
- o Statement Reconciliation -Firstly need to send macro to all the suppliers asking statement of account for all the pending Liabilities.
- o Assuring to reconcile approx. 80 Suppliers every week.
- o Identifying credit notes from the reconciled statement and asking for credit note copies from the supplier & passing the credit note copies to respective teams for processing.
- o Chasing suppliers for credit note copies via emails.
- o Reconciling the pending(unreconciled/unpaid)
- o **SAP Transaction code use on daily basis – ME23N,XK03,FBLN1.MIRO,ZRM03,ME2B.**
- o **Software used- SAP, Itesoft,**

Worked with RedBull India Pvt. Ltd Accountant [From Dec 2017 to Nov 2018]

- **Job Responsibilities-**
- Worked on SAP and Excel.
- Doing Accounts Payable and Receivable both activity
- Preparation of Customer payment records in MIS report,
- Making payment entries on timely basis.
- Investigate and research open items and follow up for debit notes.
- Updating damage claim reports.
- Updating cooler contracts as per store wise.
- Making Agreements for new and old customers.
- Maintain DPs F and F details and take approval for the same.
- Ability to establish priorities, work independently and proceed with objectives without supervision.

Worked Quattrro Epo Solutions Pvt Ltd as Accounts executive [From Nov 2015 to December 2017]

- **Job Responsibilities-**
- Allocating invoices to team members and other branch members.
- Processing invoices in System.
- Quality check and reviewing invoices.
- Void Payment or Transaction. Statement Research.
- Periodical assigned tasks: Check on Missing attachment, Error analysis. Batch post.
- Coordination with US team for any Query.
- Working on different projects as and when required.
- Follow-up for payment.
- Given training to new team members and other branch members (Himachal Pradesh).
- Query Resolution on Email.

Worked Serco Global Services Pvt Ltd as Accounts executive [From May 2014 to Sept 2015]

- **Job Responsibilities-**
- Worked with Account Payable for Ecu Line Logistics.
- Preparing Allocation Reports and share with team members.
- Booking of invoices in System for France and Germany location.
- Resolving queries and doubt with Client.
- Prepare Payref List and send to the client.
- Interact with clients through email.
- Follow-Up for outstanding dues.

Technical Skills:

MSCIT (Word, PowerPoint, Excel)
Tally ERP 9.00
English Typing 30, w.p.m

Extra-Curricular Activities:

- Recognized Star of the Month & League of Extra ordinary award for Highest Productivity & Maintaining process quality from O-Connect Business Solution Pvt Ltd
- Certificate of Appreciation from client in the month of Feb 2022 for performing to reduce overdue volume.(Customer REC-IGNITION).
- Participated in sports at college as well as office level

Personal Details:

Date of Birth: 22/06/1990

Marital Status: Married

Strengths:

- Quick Learner,
- Multi-tasking
- Flexible and Adaptable.
- Proactive.

Languages: English, Marathi and Hindi

DECLARATION:

The information furnished above is correct and true to the best of my knowledge.

Yours Faithfully,
Shrunkhal Tayade