

# Saurabh Shirke

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.



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3, Tavarekere Main Road  
Narayan Gowda Layout,  
Thavarekere Bengaluru,  
560029 Karnataka,  
Bangalore, India

## SKILLS

MS-Office (Ms-Word, Ms-Excel, Ms-PowerPoint)

Tally ERP 9, QuickBooks

Oracle

Appian,

ePMO

CRM

Managing Client Relationship

Team Management Skills

## LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

## INTERESTS

Travelling

Play music on ukulele

Perform Bachata Dance style

Writing Blogs

## WORK EXPERIENCE

### Process Associate

#### Tata Consultancy Services

04/2019 - Present

Mumbai

##### Achievements/Tasks

- Working in Accounts Payable department. Managing the workflow volumes & assigning to team members. Work on client priority request. Validating payment details in Oracle and ePMO. Perform daily TAT request. Perform QC activity. Work on Account Analysis report on monthly closing period.

### Transaction Processing Associates

#### Accenture

05/2017 - 04/2019

mumbai

##### Achievements/Tasks

- Create & work on Overdue & At risk report Handling on TAT request Maintain Quality Data Managing the workflow volumes & assigning to team members. Maintaining Business relationship with clients. Creating Work release documents for the work to be carried out in Australia by NBN. Creating the Purchase Requisition & Purchase Order in Oracle. Validating the Payment Claims & Reconciling the claims to provide the accurate payment to the Delivery partners. Performed forecast analysis of payment schedule in oracle this will help to control volume of claims. Involved in generating various reports which includes cases overdue-at risk, SLA, Billing, related to process Managing client data base, analysis of data and preparing reports related to payments and pay orders

## CERTIFICATES

### Certified Industrial Accountant (10/2016 - 10/2018)

MS Excel, MS Power Point, MS Word, QuickBooks, Tally, Business Accounting, Business Communication

MS-CIT (09/2011)

## EDUCATION

### Study Program

#### Bachelor of Commerce

2013 - 2016

Mumbai University

### Higher Secondary Certificate

#### Institution/Place of Education

2010 - 2012

Maharashtra State Board

### Secondary School Certificate

#### Institution/Place of Education

2010

Maharashtra State Board