

## Curriculum Vitae

### **Mrs.Pratiksha Patidar**

**MBA , Finance**

**Mob no.:9893124234**

#### **Current Address**

Pratiksha Patidar  
Flat – 212, RKL Anand Phase 1,  
Tathawade, near Tata Motors service  
Center, Pune 411033.

#### **Permanent Address**

Pratiksha Patidar  
D/O Shri B.L.Patidar  
House No.128 B,Parshwanath Colony,  
Annapurna Road,  
Indore

#### **E-Mail:**

*Pratikshapatidar2101@gmail.com*

#### **Personal Data**

Father's Name: Shri B.L.Patidar  
Date of Birth : 21/01/1992  
Sex : Female  
Nationality : Indian  
Marital Status : Married  
Languages Known: English, Hindi

#### **Hobbies**

- *Playing Indoor Games*
- *Listening Music*

#### **Objective**

I aspire to work with an organization that offers a challenging environment, enabling me to deepen my understanding of my core competencies. I seek an opportunity where I can leverage my knowledge and skills to contribute effectively to the success of the organization.

#### **Professional Skills**

Knowledge of accounting procedures and practices.  
Knowledge of accounting tools.  
Knowledge of relevant computer tools.

**Notice Period: Can Join Immediately.**

#### **Educational Qualification**

MBA from DAVV University Indore (Yr. 2013-2015) In  
Finance HR  
Got degree in 2016  
BBA from DAVV University Indore (Yr. 2009 - 2012)  
Intermediate from CBSE Board (Yr. 2009)  
Matriculation from ICSE Board (Yr. 2007)

#### **Work Experience**

- **WM Logistics India Private Limited**  
Finance Process Analyst Level II in Accounts Payable  
December 2016 - February 2021.

#### **Key responsibilities:**

1. Specialized in accounts management, particularly accounts payable.
2. Managed query resolution for internal business users and external suppliers.
3. Demonstrated flexibility in team collaboration, consistently producing excellent results.
4. Reviewed invoices and verified requests to prevent errors.
5. Matched invoices and set them up for payment processing.
6. Handled vendor invoices and approved them for payment.
7. Ensured daily end-of-day close was completed within allocated deadlines.
8. Created daily financial reports.
9. Utilized accounting tools and Oracle software for various tasks.

- **Paperchase Accountancy India Private Limited**  
Accounts Payable Specialist

November 2021 - August 2022

Handled accounts payable for four hospitality clients.

**Key responsibilities:**

1. Conducted bank reconciliations.
2. Reviewed vendor invoices and sent them for posting.
3. Prepared accounts payable reports for payment approval.
4. Managed client payments comprehensively.
5. Processed payments to vendors.
6. Managed client bank accounts and maintained records of daily transactions.
7. Used QuickBooks software for bookkeeping.
8. Ensured accurate, timely invoice processing and expense reimbursements, adhering to control processes and procedures.
9. Addressed vendor queries related to payments.
10. Reconciled vendor invoices and statements.
11. Managed the AP group mailboxes and email communications.
12. Performed vendor balance reconciliation activities.
13. Reconciled AP accounts.

➤ **Shorelight Education**  
Staff Accountant  
May 2023 - Sept 2023.

Handled accounting for eight schools.

**Key responsibilities:**

1. Managed the deposit process for student fees in Salesforce.
2. Prepared journal entries for payment transactions in NetSuite.
3. Conducted bank reconciliations.
4. Prepared balance sheets for monthly cash closures.
5. Performed monthly AP and accruals, and posted journal entries in Oracle.
6. Prepared schedules for accruals, fixed assets, and accounts payable.
7. Compiled daily cash collection reports.

**Strengths:**

1. Strong interpersonal and communication skills.
2. Ability to work effectively in a team with diverse backgrounds.
3. Strong commitment to high-quality work.
4. Demonstrates determination, dedication, decorum, decency, and discipline.
5. Maintains a positive attitude.
6. Always willing to learn and adapt to new opportunities and challenges.

**Knowledge:**

**Software :** MS Word, Power Point, Excel, Tally 7.2, SAP, Oracle, Ariba, Coupa, Quick Books, Salesforce, NetSuite Accounting tools.

**Certificates & Achievements:**

1. Achieve Extra Miller Award in the month of August-September 2017, my work affected in Business of the Firm
2. Certificate of Honors Diploma in Computerized Accounting in 2012
3. Promoted from Level I to Level II in April 2019.
4. Achieve Extra Miller Award in the month of May-June 2018, my work affected in Business of the Firm
5. Achieve Extra Miller Award in the month of September-October 2018, my work affected in Business of the Firm
6. Achieve Extra Miller Award in the month of November-December 2018, my work affected in Business of the Firm

**Declaration:**

I hereby certify that all the particulars stated above are, to the best of my knowledge and belief, true and accurate. I understand that any misrepresentation or omission of facts may result in personal liability. I assure you of my utmost attention and service at all times.

Date:

Place: Indore

( PratikshaPatidar )