

YOGESH NAKTE

SPECIALIST

(Finance & Accounting)

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| BIRTH | EDUCATION | | | EXPERIENCE | |
|-------|--|--|---|--|--|
| 1989 | 2005 | 2007 | 2007 - 2010 | 2012-2018 | 2018 - Present |
| | RSSP Class 10 Maharashtra State Board | MMCC Class 12 Maharashtra State Board | Bachelor of Commerce MMCC, University of Pune | TATA Consultancy Services Pune, India Senior Process Associate | AXA Business Services Pune, India Specialist |

SUMMARY

A finance and accounting professional with 10+ years experience of continual learning and growth in the domain with AR, AP and reporting along with building and handling customer relationships, people management, problem solving and risk compliance procedures.

PROFESSIONAL EXPERIENCE

AXA BUSINESS SERVICES (Apr 2018 onward)

Acting as Finance Specialist; report to Assistant Manager

Specialist, Accounts Payable and Receivable, Germany and Belgium

- + Processing voucher payments of the vendors.
- + Processing travel and expenses of the collaborators.
- + Performing payment run.
- + Quality checking of all the payments processed.
- + Creation of invoices in Oracle, PeopleSoft (Oracle) and Concerto for Germany and Belgium Partners.
- + Creation of Cash receipts and reconciliation activities.
- + Maintaining records of invoices, debits and credits.
- + Summarizing receivables by maintaining invoice accounts; coordinating monthly transfer to account receivables account; verifying totals; preparing aging and other monthly reports.
- + Performing month-end activities by preparing and auditing necessary financial statements and monthly reports.
- + Maintaining process updates and SOPs.
- + Training and mentoring new joiners and carrying out necessary quality checks.
- + Maintaining process and compliance documents as per ISO requirements.
- + Involved in ISO & ISMS and organized awareness sessions and audits within and across departments.
- + Successfully managed migration of PeopleSoft tool from Oracle.
- + Received the Most Promising Newcomer and Superstar award in 2019 Q1.

TATA CONSULTANCY SERVICES (Dec 2012 - Mar 2018)

Reported to Team Leader

SENIOR PROCESS ASSOCIATE, Finance & Insurance UK Project

- + Processing life insurance claims for a UK customer.
- + Processing policyholders servicing requests.
- + Quality checking for all money out process and providing feedback.
- + Preparing all audit requirements for the process.
- + Training and licensing for all new joiners Associated with various process improvement projects for the project.
- + Ability to work effectively with other team members, internal as well as external customers.
- + Escalations handling.
- + Have given training to many new comers in process and have made them effectively understand the process and purpose.
- + Managing weekly calls with client for progressive review and control.

KEY SKILLS

Soft skills

- + Inter-personal
- + Communication
- + Flexibility
- + Motivated and committed

Software

- + Oracle
- + PeopleSoft
- + Concerto
- + MS Office and MS Excel

SKILLS

- + Accounting & Insurance Knowledge.
- + Well-versed and experienced in Financial and Insurance Shared Services.
- + Well acquainted with MS Office and MS Excel.
- + Punctual.
- + Hard working with ability to learn and adopt new procedures quickly.
- + Self- determined and result oriented.
- + Energetic and innovative.
- + Analytical Approach.

CERTIFICATION COURSES

- + German Language, Max Mueller Bhavan Pune. (Level B1)