

Komal Nagpure

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Date of Birth: 16/08/1993

Objective

Aim to be associated with progressive and forward-looking organization, which provides opportunity to apply my knowledge and skills towards the growth of the organization.

Summary

An enterprising hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness & managing disbursement functions for diverse-industry employers possesses rich experience of 4.10 years Working knowledge of SAP FICO & Oracle, Accounts payable, P2P, F & A along. Assisting "Reconciliation processing" and site by site "Invoice processing" Team for 2Way & 3 Way matching.

Expert to create and distribute FBL3N & FBL1N reporting for the Reconciliation and generate the DAT TOOL Report for Audit team & for management team. Managing query of reconciliation resolution by teams for internal business user supplier.

Site activity is for raising the Tickets for SAP Access.

Educational details

- Completed ECC SAP FICO Certification in 2019.
- Completed MBA in Finance from D.Y.Patil college in 2018.
- Completed Master of Commerce from Pune University in 2015.
- Completed B. Com (Costing & Finance) Pune University in 2013 with Second class.
- Completed Higher Secondary Certificate in 2010.

• Professional Experience



Wipro Technology LTD - senior Account officer

17 June 2019– till date

PTP Activities:

- PO & Non-PO Invoice processing and posting with accuracy.
- Allocating invoices to invoice processing team through base application.
- Working on weekly payment file preparation for region wise.
- Working on reimbursement of employee payment file.
- Preparing of Cash Forecast report on every week.
- Monitor accounts to ensure payments are made up to date and resolve any discrepancies.
- RUN the Duplicates Audit payment tool (DAT) invoices tool on daily basis.
- Working on GRIR file for reducing such GR which are opened on every month activity.
- Working on blackline GL reconciliation file.
- Preparing of monthly SLA report of all activity.
- Clearing auto debit vendor payments by using F-03 T-Code.

- Working on custom duty invoices on every month and making clearance by using F-44 T-Code.
- Working on exceptions and vendor queries via. Mails, call and base application.
- Working on GIT Reconciliation in month end close activities.

OTC Activities:

- Manual and HHT RV processing into Oracle with accuracy.
- Debtors aging to salesman report.
- Unapplied report.
- Customer Reconciliation.
- Customer Remittance process.
- Month end activities.
- Responsible for GL month end close task for multiple legal entities.

Hard Skills:

- Procure To Pay
- Invoice processing
- Payment processing
- Order To Cash
- Oracle Application
- SAP FICO
- Microsoft Excel
- APEX Data Loader
- Financial Accounting

Soft Skills:

- Good Observation
- Decision Making
- Communication
- Multi-Tasking
- Time Management
- Problem Solving

Languages known:

- English
- Hindi
- Marathi

Achievements

- Received certificate for star performer of the month in invoice processing.
- Received certificate for star performer of the quarter in all activity.
- Acknowledge by client for fast report on vendor payment history.