

Location Preference: Pune/Mumbai/Bangalore/Hyderabad
Industry Preferences: IT, Manufacturing, Investment Banking & Service Industry



PROFILE SUMMARY

- A result-driven professional with **over 10 + years** of experience in **Finance & Accounts**.
- Expertise in devising policies & managing operations with focus on achieving the organization's mission & strategic direction
- Dexterity in liaising with other functional / departmental managers so as to understand all necessary aspects and needs of Accounts development
- A keen planner with high level of flexibility, work orientation skills and ability to handle multiple functions
- Adept in contributing to the evaluation & development of Accounts strategies & performance in cooperation with the executive team
- Deft in developing procedures, service standards and operational policies to reduce running costs of the unit
- Adroit in ensuring the compilation of policies and procedures with the highest standard of service
- An effective communicator with exceptional interpersonal, problem solving, presentation & negotiation skills



CAREER TIMELINE





WORK EXPERIENCE

Working in Zensar Technologies Ltd as Senior Accounts Executive from Oct 2017 to Till Date

Key responsibilities: As Senior Accounts Executive:

- Invoice Booking (Po Base & Non-Po Base) Including Travel, Logistic, One Time Contractor, Sub Contractor
- In Oracle R-12 As Per MSME Vendor List
- Credit Note Booking for Multiple Vendor in Oracle R-12 System
- Provision consolidation and upload in Oracle R-12 System
- Passing Bank Charges Related Entries in Oracle R-12 System
- Passing ESOP Entries in Oracle R-12 System
- Prepare Intercompany Debit Note in Oracle AR Module
- General Ledger Scrutiny-GL Variance Analysis on quarterly basis
- Preparation of Various Scheduled like Rent, Legal & Professional, Deposit, Open Advance on Monthly basis
- Doing capitalization of fixed Assets in oracle FA Module for Zensar Pune, Bangalore, Mumbai, Hyderabad Entity
- Run Deprecation for Fixed Assets in oracle system.
- Doing Creation & Preparation of Mass Addition in Oracle System.
- Doing CWIP & Fixed Assets CONSO Scheduled for India & Branches on monthly basis
- Doing Assets Addition & Assets Retirement in Oracle System
- Doing FA GL Reconciliation on Monthly Basis
- Doing Credit Card Booking on Monthly Basis

Working in KPI Technologies Ltd as Accounts Executive from July 2014 to Oct 2017.

Key responsibilities: As Accounts Executive:

- Cen vat Reconciliation
- Preparation of TDS Annexure
- Submission of Form No 3B & GSTR-1
- Submission of Tran-1
- Preparation of salary & wages Scheduled
- Forex Booking for Multiple Entities in SAP ECC 6.0 System
- Forex Booking for Three Vendor- Axis Bank, Thomas Cook & HDFC In SAP ECC 6.0 System
- Doing Vendor Reconciliation on quarterly basis
- Accrual Booking for Prepaid Expense in SAP ECC 6.0 System
- Credit Note Booking for Multiple Vendor in SAP ECC 6.0 System
- Doing Monthly Provision For HR-Payroll, Accounts payable, Visa Expense, One Time Contractor, Sub Contractor
- Tyser-Related to Travel
- Provision consolidation and upload in SAP ECC 6.0 System
- Credit Card Expense Booking in SAP ECC 6.0 System
- Invoice Booking (Po Base & Non-Po Base) Including Travel, Logistic, One Time Contractor, Sub Contractor
- Doing TDS Entries Related to Travel in SAP ECC 6.0 System
- FIRC Reconciliation
- EMD Booking in SAP ECC 6.0 System
- General Ledger Scrutiny-GL Variance Analysis on monthly basis
- Monthly Creditors scrutiny & their advance settlement.
- Foreign Vendors Invoices booking based on CA certificate Form No 15 CA & Form No 15 CB adopted from consultant.
- Doing Bank Reconciliation
- Preparing Weekly MIS report for vendor payments & sharing weekly vendor payment details through ZF17 report details

Working in BNY Mellon India Pvt Ltd, as GL Accountant & Accounts Receivable Executive from April 09 to Dec 2012.

Key responsibilities: As GL Accountant:

- Sharing estimates figures for Actuals & Accruals to Management on WD-2.
- Reconciliation for Cash transaction and Update Maintenance using oracle system.
- Manual Matching of non-automated system transaction
- Allocation of outstanding items to the responsible internal areas with the firm
- Reconciliation for Securities transaction and Update Maintenance using oracle system. Leading for reconciliation, audit And control check points for 78 locations and consisting or 367 Accounts.
- Creating and updating case and researching and monitoring those responsible areas with responsible departments.
- Communication with the business group (Internal Settlement Team)

Key responsibilities: As Accounts Receivable Executive:

- Processed daily cash receipts.
- Matched client check to appropriate invoice.
- Processed credit and debit notes.
- Create invoices for internal use only.
- Create an invoice and generate a sales receipt.
- Create a statement and enter and deposit customer payments.
- Journal entries.
- Printout aging invoice report to find past due date for the customer.
- Perform account receivables collections (call past due customers for payment, resolve customer problems with the sales department and keep management informed of collection problems).
- Reviewing, preparing and analyzing accounts receivable aging reports.
- Pass Invoicing entries accurately in Customer Ledger.
- Collection entries to be passed accurately (customer wise especially)
- Ageing Analysis to be calculated periodically

Working in DSM Engineering Plastics India Pvt. Ltd, Pune as Accounts Payable Executive from Sep'08-Mar09

Key responsibilities: As Accounts Payable Executive:

- Invoice administration and control.
- Invoice receiving
- Posting preparation and transfer to SAP System
- Invoice processing.
- Payment processing.
- Perform other duties as required within Accounts Payable area as agreed with the assigned team lead
- Generate defined standard reports and process ad hoc requests as required by the team lead.
- Monthly sales booking in SAP System
- Role involves remitting and reconciling of Accounts, undertaking project research, documentation and analysis as Directed
- Monthly Stock Reconciliation
- Find out difference between booked stock & physical stock
- Journal Entry of payment voucher in SAP System.
- Journal Entry of all banking transaction in SAP System.
- Transport Booking in SAP System.
- Preparation of “c” & ‘F “Form List

Working in Sathe & Company, Pune as Accounts Executive from Dec'05 - Aug'08

Key responsibilities: As Accounts Executive:

- Journal Entry of purchase bills in tally system.
- Preparation of Creditors list & Creditors statement.
- Journal Entry of Sales bills in tally system.
- Preparation of debtor's list & debtor's statement.

- Role involves remitting and reconciling of the Accounts, undertaking project research, documentation and analysis as directed.
- Journal entry of payment voucher in tally system.
- Journal entry of all bank transactions in tally system.
- Invoicing.
- Using Tax base Software for T.D.S Calculation.
- Journal entry of various transactions like Transport, commission, professional Fees payment to contractors in tax base software.
- Journal entry of Employee related payments in tax base software.
- Service Tax Refund Calculation on quarterly basis.
- Using Quick pay software for salary calculation.
- Timely settlement of Full & Final dues of the employees.
- Timely submission of statutory dues to the government.
- Processing of tax on payroll.