

# NILESH VITTAL DAKE

## Accountant – PTP

| +91 9075952485 | [nileshvitthaldake@gmail.com](mailto:nileshvitthaldake@gmail.com) | Karvenagar, Pune-MH

4.8 years of experience PTP Accountant adept at managing procurement and accounts payable processes. Skilled in vendor relationship management, invoice processing, and cost-saving initiatives. Proficient in ERP systems SAP. Strong communicator with a focus on compliance and process improvement. Ready to drive efficiency and contribute to organization success.

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## EXPERIENCE

### Accountant- AP| Infosys BPM | Pune

Nov 2021- Present

- SAP: accounts payable related activities, including verification, posting, and reporting.
- Manage the AP helpdesk, resolving queries from clients, vendors, and coordinators.
- Process business transactions, invoices, and financial data for maintaining account payable records.
- Prepare reports and analyze team productivity based on daily targets.
- Handle user issues and provide satisfactory solutions.
- Collaborate with cross-functional teams to support audit reports and analyze month-end procedures.
- Communicate business requirements and support business changes.
- Create incident tickets and update SOP for process changes.
- Perform vendor optimization activities and prepare audit reports.
- Provide training to new joiners and handle client/vendor emails and queries.
- Performing root cause analysis and sharing it with the client as per requirement.

### Account Officer |Wipro | Pune

October 2019 – October 2021

- SAP: accounts payable related activities, including verification, posting, and reporting.
- Verify invoices using Read soft software and process PO, Non PO, and intercompany direct debit invoices.
- Manage VMD activities and complete month-end activities for Account payable France
- Process PO and Non PO Invoices in logistics, raw material, and energy.
- Prepare and report daily posting, verification, and dashboard reports.
- Conduct document auditing and handle client/vendor emails and queries.

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## EDUCATION

**Bachelor of Commerce, New arts, comm. And science college, Ahmednagar 2018**

Savitribai Phule Pune University, Pune

**HSC- Commerce, New Arts, Comm. And Science College, Shevgaon**

2015

Maharashtra State Board, Pune

**SSC, Shriram High School And Junior College, Dhorjalgaon**

2015

Maharashtra State Board, Pune

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## SKILLS

- Procure To Pay
  - Invoice Processing
  - Accounts Payable
  - Vendor Invoice management
  - Vendor Reconciliation
  - Ap Helpdesk
  - Month End Reporting
  - SAP
  - Purchase Order
  - Invoice Verification
  - Audit Report
  - Vendor Management
  - GRN
  - Dashboards
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## PERSONAL DETAILS

- Date of Birth: March 14, 1998
  - Gender: Male
  - Nationality: Indian
  - Marital Status: Unmarried
  - Languages Known: English, Hindi, Marathi
  - Address: 23, Parvati Niwas, Shramsaflya Colony, Karvenagar, Pune- 411052
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## HOBBIES

- Social Networking, Traveling, Music, Learning New Things
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## DECLARATION

- I hereby declare that all the information mentioned above is true to the best of my knowledge.
  - Place: Pune
  - Date:
  - Signature
  - Nilesh Dake
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