



# Curriculum Vitae

**VYANKATESH GAJMAL**

**Present Address:**

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## Experience Summary:

- Total 8.3 years of work experience into Finance and Accounting in the following key areas:
  - Accounts Payable
  - Month end closure process
  - Monthly Journals and Reconciliations
  - Credit Control
  - Payroll and Pension Management
  - Intercompany Recharges and Recons
  - Credit Card and Employee Claims
  - Internal/External Audits
  - Business Partner Management
  - Accounts Receivable
  - Prepayments, Accruals, Fixed Asset
  - Supplier Payment Runs
  - Cash flow Monitoring
  - Financial Reporting
  - Process Improvement and Documentation
  - UK VAT/ Singapore GST Return
  - People Management
  - Banking and Statutory payments
- Leading a team of 5 FTEs based in Pune, India with training and developing the team, assisting, and reviewing to ensure proper controls are in place to achieve the team goals.
- Ability to work in a high-pressure environment while prioritising key tasks within the set timelines with speed and accuracy to meet the business needs.
- Experience includes multi-currency ledgers handling and supplier/customer accounts management across UK, US, Asia-Pacific and European countries.

## Educational Qualification:

Course	University	College / Institute	Year of Passing	Result
Bachelor of Commerce (M.Com)	Pune University	Pune University, Pune	2020	Higher 2 <sup>nd</sup> Class
Master of Commerce (B.Com)	Pune University	Modern College, Pune	2015	First Class

## Technical Qualification:

- Microsoft Office 365, Outlook, Teams. Operating systems: Windows 10/11, Teams, Outlook
- SAP Business One ERP and Concur, also worked on QuickBooks, WorkDay and Xero.
- Microsoft Office Certification with sound experience of using Excel, ADP Payroll.

## Work Experience (8.3 years)

**Current Organization:** PJ PIPE AND VALVE COMPANY PVT. LTD, Hertford, United Kingdom

**Designation :** Accounts Manager (for PJ Valves Group)

**Reports to :** Group Finance Controller

**ERP :** SAP Business One, Concur

**Duration :** Dec 2019 – Presently working (4.4 years)

**Work Location :** Pune, India at PJ Valves Manufacturing India Pvt. Ltd.

### Job Profile:

Joined as an Accounts Executive in December-19 and was promoted to Accounts Manager in Jan 21. Currently handling following group account responsibilities for the UK, US, and Singapore entities:

#### ➤ Month end closure and Reporting

- Review and ensure all the AP/AR/Bank processing completed in time for month closure.
- Process journals for prepayments, accruals, fixed asset, payroll, CC, and reconciliations.
- Assist the finance controller in the preparation of management accounts and various reports.
- Complete the monthly and yearly balance sheet reconciliations, ad-hoc analysis as required.

#### ➤ Credit Control and Cashflow Monitoring

- Monitoring aged balances and producing weekly report to finance controller for review.
- Improve overall cash position of the business by administrating receivables due to business.
- Take proacting steps to resolve payment/processing queries efficiently and on time.

#### ➤ Banking and Supplier Payments

- Handling multi-currency bank accounts and processing EFT through different types such as - BACS, ACH to UK and US, Wire, SEPA, Priority and Inter-account payments.
- Review and run weekly, Bi-weekly, and monthly supplier payment runs with 100% accuracy.
- Statutory payments - PAYE/NIC, P11D, HMRC Deferment, Pension, 401k before due date.
- Ad-hoc payments processing as and when required to support priority business operations.

#### ➤ Accounts Payable and Receivables

- Ensure timely invoice submission and approval by the team for both AP/AR.
- Review and assist team in the management of accounts payable for UK/US/SG entities
- Ensure the due dates and terms are correct in system for both AP and AR documents.
- Assist the team on the supplier/customer enquiries and in time resolution.

#### ➤ Payroll, Employee Credit Cards, and T&E Claims

- Submission of monthly UK payroll and weekly/bi-weekly/monthly US payroll through ADP.
- Ensure employees are being paid on time and update employee data periodically.
- Manage company wide employee credit cards and employee claims through Concur.
- Assist on monthly credit card posting, employee claims and reconcile to statements.

#### ➤ People Management

- Responsible for the day-to-day management of the accounts team.
- Ensure the team is meeting their goals on weekly and month-end processing with accuracy.
- Monitor and maximize the productivity of the department, balance workloads of the team to optimize their strengths and weaknesses whilst also considering development opportunities.
- Ensure the team complies with all the applicable laws, regulation, and company policy.
- Work team to perform timely and accurate resolution of queries and ad-hoc activities.



#### ➤ **Business Partner Management**

- Manage supplier/customer relationships and ensure proactive resolution of their queries.
- Setting up new business partner accounts and update existing records as and when required.

#### ➤ **Intercompany, VAT, Group Audit and Process Improvement**

- Posting Intercompany recharge invoices, settlement, and reconciliation of the accounts.
- Research and resolve unidentified reconciling items on timely basis.
- Maintain/create documentation procedures by analysing current procedures.
- Processing quarterly VAT and GST returns for UK and SG, Handling Annual Audit for Group

**Designation :**

**Duration :** Dec 2019 – Dec 2020 - Promoted to Accounts Manager

#### **Job Profile:**

- Accounts Payable - Verifying documents, Invoice Posting - PO, Non-PO in SAP, CN/DN.
- Accounts Receivable - Raise customer sales invoices and credit notes from deliveries.
- Bank transactions - processing to system, ensuring proper process is being followed.
- Shared email boxes- Independently handling emails and scanning of invoices to system.
- Other responsibilities include high volume invoices processing, assist on month closure, weekly/monthly status reports, ageing report, business partner reconciliations.

#### **Previous Experience:**

**Organization:** VODAFONE INDIA SERVICES PVT LTD, Viman Nagar, Pune, India.

**Accounts Payable** for Asia Pacific and European entities

**Designation :** Senior Executive

**ERP :** SAP ECC 6.0

**Duration :** Aug 2018 – March 2019 (07 months)

#### **Job Profile:**

- Accounts Payable - Verifying documents, Invoice Posting - PO, Non-PO in SAP.
- Shared email inbox - Independently handling, scanning of invoices SAP through Read-Soft.
- Raising Queries on invoices, Invoice Completion, Procure to Pay, Credit and Debit notes Processing, Vendor Reconciliation, communication though direct calls to onsite team.
- Handling the large volume of invoices, priority, and urgent invoices processing.
- Working on the weekly invoice status reports, maintaining the different KPI's related to AP.

**Organization:** SKP BUSINESS CONSULTING LLP, Pashan, Pune, India.

**Accounts Payable and Receivable** for a leading African Petroleum and LPG Distributor Client.

**Designation :** Senior Associate

**ERP :** SAP Business One, Xero

**Duration :** June 2016 – Aug 2018 (2 year 02 months)

#### **Job Profile:**

##### **Key working areas - Accounts Payable, Accounts Receivable, Inventory Management**

- Accounts Payable - Verifying documents, PO/Non-PO Invoices Processing, CN/DN.
- Accounts Receivable - Review sales orders and raise sales invoices, AR CN
- Prepare Retail Warehouse reconciliation report on Monthly basis to physical stock take.
- Inventory Transfers, Processing Goods issue (GI), Good receipts (GR).
- Monthly Stock Reconciliation for all the warehouses, posting of stock adjustments.



**Organization:** TATA CONSULTANCY SERVICES LTD, Hinjewadi Phase-3, Pune, India.

**Accounts Payable and Vendor Management** for a leading US Mortgage Entrepreneur

**Designation :** Graduate Trainee

**ERP :** Concur, Workday

**Duration :** July 2015 – June 2016 (11 months)

#### **Job Profile:**

- Accounts payable using Concur, WorkDay on Citrix with Lotus Notes 9/Outlook environment.
- Creating and coding the supplier invoices, assigning GL, Cost Centres.
- Vendor Management - Creating requests for new vendor records, co-ordinating with vendor management team for maintenance of existing and new vendors using W8/W9 forms.
- Independently handling email box, attending, and handling the transition calls for workday process trainings, discuss on current work, problems, or related queries etc.

#### **Key Skills and Abilities:**

- Excellent English communication, organizational and time management skills.
- Experience in the month closure process within the set timelines.
- Attention to small detail with Problem-solving attitude and analytical mind-set.
- Proactive to drive the change, support business growth whilst providing team the right tools and knowledge to succeed.
- Ability to handle large volume processes as worked into transition and real time processing.
- Excellent learning and grasping skills with innovative ideas to improve existing process.

#### **Achievement:**

- Received Star Award for the excellent work in the project transition phase.
- Pat on the back for award for the creation of excel-macro template.
- Employee of the month Award by SKP Business Consulting and PJ Valves.

#### **Process Improvement:**

- Preparation of the standard process documents (SOP's) for each module in Accounts.
- Created 5 formula-macro based excel templates for process improvement.
- Received QC story certificate for the AR Invoicing Template in the excellence month event.
- Recognized for the innovative ideas given for convenient processing of payments.

#### **Personal Profile:**

**Full Name :** Vyankatesh Amrutrao Gajmal

**Date of Birth :** 15<sup>th</sup> August 1994

**Nationality :** Indian

**Languages :** English – Strong proficiency in written and spoken  
Other languages – Marathi and Hindi

**Marital Status :** Unmarried

**Permanent Address :** Flat No. 203, 2nd Floor, B Wing, Vedmantra Apartment, Vishal  
Nagar, Garkheda, Aurangabad – 431009 (MH)

**Passport :** Available - valid till 10/2029

**References :** Available on request