



# Ashwini Gaikwad

**Profile - F&A Senior Admin Assistant-  
Working at UPS Logistics as a Senior  
Admin Assistant  
(Employee Expense Management)**

**Objective:** Seeking a challenging role where I can make the most of knowledge to enhance the growth of the organization.

## Contact

### Phone

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### Email

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### Address

S No 29,PL No 56/26 Shivraj Society,near by Chaitanya Nager ground, Chaitanya Nager Ground Pune 411043.

## Education

**MBA Finance | 70.33% | 2019**

Savitribai Phule Pune University

**B.com | 72.33 % | 2017**

Shivaji University

**HSC | 76.00 % | 2014**

Maharashtra State Board, Kolhapur

**SSC | 65.60% | 2012**

Maharashtra State Board, Kolhapur

## Expertise

- Good Presentation Skill and Communication skills.
- Soft Behavior &Good relation maintaining capability.
- Problem solver and Willingness to stay update.
- Ability to lead a team in critical situations.

## Language

English

Hindi

Marathi

## Experience

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### Current Employment Status

#### **UPS Logistics -(Accounts Payable specialist)- 3rd May 2021-Till date.**

- Working in Employee Expenses Team ( Oracle iExpense EU Account Payable and Vendors EU Account Payable))
- Working upon application Oracle, Uploading invoices in oracle, various applications.
- Preparing Daily SLA and conducting Team meeting for new updates.
- Preparing Various on Monthly Basis such as Mileage report for Payroll,Meal Reports fo UK,Per Diem allowance report for Germany,Key Entry Audit Report,
- Preparing KPI ans BSC for Nightline entity and Employee Expenses sharing to Management for further action.
- Working on Bank reconciliation received from Payroll team for Cheques paid by bank and received by bank.
- Responsible for cost allocation of all the invoices received by our department and supporting General Ledger department as well.
- Preparing journals and splits for the invoices with multiple centers and expenses.
- Solving invoice related queries of the processors and taking care of all the updates that we receive from the departments with whom we are linked with and discussing the same with the team members and advising them to follow the same
- Working on Vendor statements for quick resolution on their outstanding invoices. Contacting Vendor, Requestor and Approvers for PO queryand getting it resolved on priority.
- Working with VAT team to clear the invoices which are incorrectly booked before the month end closing process.
- Daily working with payment teams to make payment effectively without any delay.
- Working on weekly Open PO file and sending emails to requestors and contacting vendorsfor the OPEN PO in our system.
- Working with PO closing Team to get the PO closed above 180 days and also closing PO Invoices processedby AP2 Batch in oracle.
- Working with Paymentteams for early payments, CHAPS Payments with necessary approval.

- Working in COUPA to clear the GBS Tax review invoices and also validating the COUPA batches if they are not validated.
- Working on Payment rejection and contacting various teams to get this cleared on priority.
- Working with Solution center team and requestor for new vendor setup and banking updation in COUPA and oracle system.
- Working on vendor escalation and giving quick resolution. Working on PO, Non-PO, Rent, utility, lease invoices.
- Working with Direct Debit team for booking all DD invoices before month end in books of account. Working on Liability log, so we have prompt payments to vendors.
- Daily validating and auditing invoices processed by users. Preparing VAT report for ITALY entity.
- Working on Credit notes, Direct Debits, RDE invoices processing, PO Invoices, Working on emails,
- OSP invoices, Vendor Communication. Checking approvals, rates, Vendor details, Currency rates.
- Request PO, Activate Supplier Sites, Working on Bank Details, preparing summary of imported and rejected invoices.
- Proven experience in Oracle I Expenses Audit, Manual expenses audit and Booking, Advances
- Prepayment Booking and Matching in Recurring APPO and Group Meeting Approval – GMA # assign and Maintaining Log for UK, Germany, Austria, Switzerland countries.
- Handling clients calls and handling customer queries. Determining the cause of the incorrect or invalid charges.
- Removing duplications, wrong payments and correcting the data in system applications. Dealing with VAT (Value Added Tax) invoices.
- Responsible for split invoices, urgent payments, PA invoices, CHAPS payment.
- Identify missing data in receipts and produce detailed reports for effective billing audit.

## **Work Experience ( 2 years)**

**Finance Associate in Nexdigm Private LTD.**

**(Formerly SKP) from 01st April 2019 to 30th April 2021.**

### **Profile Description & Responsibilities**

**Pharmacy and Medical Division (Manufacturing Industry) – April-19 to**

**30th April 2021.**

**Accounts Payable –**

- Managed the accurate and timely processing of up to 5000 invoices per month for large, Multi-site organization (Customs Invoices, Primary and secondary transport, Invoices PO & Non-PO invoices Expense claims of employees)
- Resolved months of backlogged work.
- Verification of claims.
- Updating control logs updates tracker.
- Prepare and update Reports, control logs, training plans for team members.
- Responsible for preparing monthly provisions, MIS reports, RCA meetings.
- Completion of Adhoc assignments required by the client.
- Prepare Monthly MIS Report & Monthly Accrual.
- Implemented technologies and process automations, Genex AP application.

#### **Additional Responsibilities**

- WLD Committee Member.
- Desk Level Procedure Creation/updation Desk Level Procedure updatation.
- To manage Enhancement activity for team.
- To take initiative for weekly activity and Birthday emails and celebration responsibility.
- To Prepare Presentation and Reports and Emails communication with the Team.

#### **Achievement**

##### **BRG UPS Connections Event of the Year 2022**

·GBS PUNE WLD BRG

##### **RNR-Horizon Award OCT-2021**

- 100% Accurate and error free verification
- Efficiently processed 257 employee expenses for OIE with no internal Error
- Meet the deadlines of the process.

##### **Star Performer Award for (2020-2021)**

- 100% Accurate and error free verification
- Taken up additional responsibilities in addition existing work.
- Active Participation in organizing Cultural activities and more.

#### **Internship & experience**

**Project Name : A Study of Product Costing (LC 30, LC 50) | 2 Months**

Company Name :Bhagyashree Accessories Pvt.Ltd.

#### **Certifications /Enhancement**

- SAP
- Oracle
- Tally ERP
- MS-CIT- Excel Advance.
- Accounts payable and Account Receivable
- Assets Accounting
- General Ledger
- GST
- NSDC

#### **Extra-Curricular Activities**

- Active participation in college events.
- Work as a Student Placement Coordinator.
- Work as a Volunteer at ZEAL PACE EVENT.
- Work as a Volunteer at EAT & FIT festival at Balewadi Baner.
- Comparing in College Event.
- Biz Tech Mantra Event.
- National Seminar.

#### **Hobbies**

- Trekking
- Cooking
- Learning Excel Formulas