

# Niraj Gite

## Contact

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## Educational Summary

Bachelor of Commerce – Pune - 2012

HSC State Board – 2009

SSC State Board - 2007

## Key Tools:

**MS Office** - Microsoft Excel, Word, PowerPoint

**ERP** – SAP, FIESTA HMS, IFS7.5, Sage, JDE, COI iScala, Oracle

**Workflow** – Readsoft, Maple, Basware, Filebound

## Professional Summary

Finance expert with 10+ years of experience in shared services and operations

Core areas of excellence include Accounts Payable, Intercompany processing and reconciliation, Vendor Management, Process Excellence, Process Transition and MS Office

Highly skilled at managing productivity and driving/leading process in efficient ways

I am currently handling Intercompany reconciliation team and reviewing/approving AP/AR reconciliations and Balance sheet reconciliations.

## Career Objective

Easy going by nature and able to get along with both work colleagues and managers, currently looking for unique opportunity in a new position, with genuine development opportunities, I wish to utilize my education, professional experience and management skills in a way that would be advantageous to both my employer and myself

## Core Business Key Skills and Competencies

- Accounts Payable and Receivable Processes & Management.
- Vendor helpdesk, Payment process and Intercompany
- Teambuilding, Good leadership, and Communication skills
- Process improvement, Efficiency and Value add
- Customer support, Result oriented and MIS reporting

## Work Experience

### Johnsons Control India Pvt Ltd as Manager (Pune, India) – Dec'20 to till date

- Migrated Intercompany PTP resolution process from Bratislava (EUROP) team virtually with opportunity assessment.
- Migrated Intercompany process from USA & CAN
- Lead IT access project for new Intercompany process
- Lead PTP resolution team
- Reviewing Intercompany AP/AR reconciliations
- Analyzing and reviewing Goods in Transit / Accrual report for Top entities prepared by reconciliation team
- Lead Project team for new Entity/ERP migration within organization and coordinating with business for smooth and timely go live
- Reviewing and approving Intercompany Balance Sheet reconciliations and MJE's
- Reviewing and approving Payment proposal
- Responsible to deliver all MEC activity for team
- Handling Intercompany team for multiple entities

### Maersk GSC India Pvt Ltd as Senior Analyst FNA (Pune, India) – Aug'17 to Dec'20

- Posting of PO & NON- PO invoices in IFS/Sage
- Preparing and allocating daily GRN report within the team for booking of invoices
- Handling weekly payrun for different sites along with vendor payment queries
- Performing internal quality check and error analysis for AP processing team
- Preparing weekly queried status of pending invoices and sharing with higher management along with progress rate
- Responsible for preparing foreign remittance with A1 and A2 documentation
- Preparing monthly expense provision for two major sites and reviewing it with Finance business partner at month closing

## Notable achievements and Key result area

Successfully completed OA and transitioned PTP process with 100% accuracy

Lead and completed PTP resolution backlog of 48MN USD

Successfully migrated Intercompany Reconciliation process

Arranging, segregating, and assigning the work

Expert in allocation, managing backup, coordinating with stakeholders, and implementing effective idea along with Team handling

## Personal Details

**DOB:-** 21/08/1991

**Languages known:-** English, Hindi and Marathi

**Marital Status:-** Married

**Add:-** Ambegaon, Pune-46

- Prepared and successfully implemented two SharePoint with the help of IT team for Invoice pre-registration and Payment UTR details which resulted into reducing to and from email communication
- Performing vendor reconciliation for Intercompany and third-party suppliers
- Reviewing bank reconciliation and sharing with Business Partner
- Handling Team responsibilities in terms of reporting, allocation, leave and backup planning

### Bella International Ltd as Accountant General (RAK-Dubai, UAE) – Feb'16 to Jun'17

- Verify and reconcile all revenue centers (Hotels) as reported in system
- Preparing and distributing daily revenue report with Director
- Conducting feedback sessions and rectifying the issues of operational staff
- Authorized to select vendor for supplying raw material to hotels
- Responsible for weekly vendor overdue payment checklist and processing
- Reviewing store audit and inventory check reports on weekly basis prepared by storekeeper
- Authorization of local purchase order for Food, Beverages and Liquor
- Reviewer of month closing activities for Invoice check, on time payment, monthly consumption of food and beverage and stock adjustment
- Handling cash expenses for operations management
- Monitoring outlet supervisors and cashiers for daily sales and smooth functioning
- Payroll In charge for operational employees/staff salaries

### WIPRO Ltd as Senior Account Officer (Pune, India) – May'13 to Nov'15

- Verification and posting of invoices for two business unit
- Processing 3way and 2way supplier invoices
- Interacting with Poland team to solve process related queries and update
- Assisting team leader in month closing activities
- Training to new entrants for PTP process
- Preparing MIS report for allocated team
- Internal process auditor for duplicate and double payment
- Handling vendor helpdesk/queries related to invoice and payment
- Preparing Ageing report, Monthly KPI's, Daily Dashboard and Overdue reports
- Controlling daily volume by proper and effective distribution of invoices
- Identify, facilitate, and implement process improvement ideas to improve efficiency

### Dadaji Systems Pvt Ltd as Account Assistant (Pune, India) – Apr'11 to Apr'13

- Handled all the Back-office operation
- Coordinate with the customers and respond to their inquiries
- Handling cash and bank reconciliation
- Preparing payroll report for operational staff
- Maintaining daily transaction data in MS excel
- Working closely with staff supervisors for accurate attendance data