

Curriculum Vitae

Minakshi A. Gangani

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CAREER OBJECTIVE:

I am seeking opportunities to join a company that can help me in enhancing my skills, strengthening my knowledge, and realizing my potential. I am willing to explore a wide variety of opportunities that can help me in gaining experience.

ACADEMIC QUALIFICATION:

<i>Degree</i>	<i>Percentage</i>	<i>Passing year</i>	<i>Institution</i>
M.Com.	78.38%	2022	H.V. Desai College
B.com.	84.66%	2020	H.V. Desai College
H.S.C.	83.23%	2017	A.S.D.B. Dadawala junior college
S.S.C	84.40%	2015	R.C.M. Gujarati High School

Work Experience:

Organization: Johnson Controls (India) Private Limited

Role: Senior Executive, PTP

Process: Payment Processing, Invoice Processing and Corporate Credit Card Admin

Application: Oracle Fusion, Oracle R12, Symix, iScala

Experience: 6th May'21 – Present

CV Highlights

- 3 years of experience in PTP operations.
- Handle three remote transitions from different parts of world.
- Having quick grasping power.
- Ability to work accurately and pay attention to details.
- Self-motivated and good team player.

Roles and Responsibilities:

- Invoice Processor: Indexing Invoices in workflow, Processing PO Invoices, Non-PO invoices, Intercompany Invoices with optimum accuracy.
- Payment processing for third party vendors and Intercompany vendors with accuracy from ERP.
- Processing payments directly from Bank portal.
- Reconciliation of bank statements with vendor payments.
- Working with define internal control system, SOX compliance.
- Handling escalation and working proactively to avoid escalations.
- Corporate Credit Card Admin: Admin for Corporate Credit Card for Mexico and LATAM region.
- Month-end closure and Month-end Reporting.
- Providing and reporting Accounts Payable related reports and advise.
- Working on Automation for Payments in Oracle Fusion.

Organizational Achievements and Awards:

- Received Hero of the month Award for February 2023.

PERSONAL INFORMATION:

Name : Minakshi Arvind Gangani
Address : Pimple Gurav, Pune 411061
Language Know: English, Marathi, Hindi, Gujarati
Hobbies : Cooking,
Nationality : Indian
Gender : Female

DECLARATION

I hereby declare that all the information given above is true and to the best of my knowledge and belief.

Gangani Minakshi A.