Anuja Shetkar

Account Payable – Senior Finance

anu28shetkar@gmail.com

+91 96231 42644

Pune, India

www.linkedin.com/in/Anuja-Shetkar

Talented, dedicated, and skilled Accounts Payable Senior Finance Analyst. Experience in coordinating, managing, account reconciliation, resolution of aged lines, excellent communication and analytical skills. Supports Team members, Team lead, Manager with daily operations and administrative functions.

SKILLS

Team Management	Data Analysis	Documentation	Vendor Query Handling
UAT Testing	Process Training	Intercompany Posting	Expense Booking
SharePoint	ServiceNow	RCA-Mitigation	Quality Check
Process Standardization	Work Allocation	KPI Report	ARIBA
SAP	Outlook	PowerPoint	Excel
Word	Automation	Reporting	Communication

WORK EXPERIENCE

Senior Finance Analyst
Syngenta Services Pvt Ltd/ India, Pune
07/2019 – Present

- Collaborated with cross-functional teams to support business decisions and efficient FT utilization.
- Implemented best practices in custom invoice booking.
- Leading team and providing training to new joiners and train them on all other activities with 100% quality check.
- Validating and processing Return/Refund entries, Journal Voucher, IC bookings, Direct debit, Credit note, SIRAF, Recurring Payment, Down Payment, Custom duty booking.
- Work allocation and manage staff in processing large volume of payable activity.
- Perform month end activities.

Senior Officer
Wipro / India, Pune
07/2016 – 04/2019

- Resolved system generated R block invoices by checking issues and connecting with PO creator.
- Got a training from client for countries Belgium, Netherland, Austria and Switzerland.
- Processed PO and NPO PO invoices with multiple vendor exceptions.
- Collaborated with other teams to understand the ways of working.

Junior Accountant
Infosys BPO Ltd / India, Pune
06/2015 – 07/2016

- Processed PO and NPO PO invoices with 2 way 3 way match.
- Vendor queries handled on OEMS tool and email.
- Validation performed. VIM report with snapshot.

Accountant
Intreden Exim Pvt Ltd / India, Pune
05/2013 – 01/2015

- Worked on Tally ERP.9 to book all the business transactions.
- Handled petty cash and bank reconciliation.
- Personally observed work done by people in workshop and approved for dispatches.
- Managed financial data and prepared reports.

EDUCATION

Master of Business Administration (MBA-Finance)
Pune University / India, Pune
2012 – 2014

PROJECTS

Valagro Merger Integration (04/2024 – Present)
Connecting VALAGRO systems with Syngenta SAP systems to enable all processes from forecasting,   planning, sales and invoicing of VALAGRO products using Syngenta's supply chain set up and to introduce hubbing via Syngenta Crop Protection AG.

Macro Allocation (06/2024 – Present)
Macro created for Latin America region 11 countries based on the shared logics tested criteria – Grouping (workable/Non-workable), Priority, Fresh/WIP, Allocation to AP users.

Reduced Processing Time – Custom Duty Booking (08/2022 – 02/2023)
Latin America country Paraguay custom duty transaction booking was complicated. In KT I noted the steps and did analysis around it and prepared documentation as well as excel sheet for quantity prorate as per invoice amount. It helped me to clear aged cases form FY 2021 to till 2023.

EODB – SAP Migration Within Landscape (02/2023 – 03/2023)
Migrated from LSAP to GSAP to have all countries on same platform which will help in future to move in SAP4 HANA.

Payment Factory Implementation (02/2021 – 03/2021)
Emphasis was more on the quality check, duplicate invoice check and controls of posted invoices to ensure invoices are posted correctly and without errors, prior to payment execution.
Payment runs in the local ERP's are automated, eliminating the need of local approvals.
Central payment release is executed from CFIN / S$ by the global Payment Factory team.

VIM Implementation – UAT (10/2020 – 11/2020)
In test environment tested Bangladesh invoices and shared findings with country team and project team.

Payment Factory Implementation (10/2020 – 11/2020)
ABBY tool reduced the manual indexing time for the electronic invoices and get auto interface in VIM.