

# SAGAR PARIKH

## Senior Analyst

☎ : 8796233680

Date of Birth : 07/30/1991

✉ : sagarparikh30july@gmail.com

Gender : Male

📍 : Lohegaon, Pune, Maharastra.

### SUMMARY

Efficient finance professional with a self-motivated, dependable nature. Focused on helping the business achieve short- and long-term goals.

Deliver consistent and professional work for every assignment.

Skilled at Invoice Payments, Accruals, Month end activities, Inter company transactions, Email box management, tracking payments and reconciliation accounts as successful analyst.

### WORK EXPERIENCE

January 2020 -  
February 2024

#### **Senior Analyst:**

**CITCO GROUP SERVICES (INDIA) LLP**

**Pune, Maharastra**

- Invoice processing and T&E processing for multiple entities.
- Handling email box for multiples region.
- Preparing reports at month-end for all business units.
- Preparing accrual files and Trail balance at month end.
- Prepare vendor reconciliations.
- Collaborate with cross-functional teams to streamline processes and improve financial data integrity.
- Maintain changes in SOP and eliminate unnecessary steps.
- Preparing a quarterly query analysis report and presenting it to the management.
- Identify and implement process improvements to enhance efficiency and effectiveness.
- Collaborate with cross-functional teams to streamline processes and improve financial data integrity.
- Fund confirmation, preparing payment files, and uploading them to the bank portal.
- Daily and weekly payment runs.
- Reviewing payments files as per ageing.
- Quality check for all operating units for processed invoices.
- Part of Oracle Fusion testing involved implementing old data into a new ERP version.
- Experienced in the system migration and process migration period.

July 2017 -  
January 2020

## **Sr. Associate**

**MAERSK Global Service Centre**

**Pune, Maharashtra**

- Maintaining the smooth flow of the day-to-day activities of the accounts.
- Payables and invoices are posted as per the SLA.
- Indexing through OCR (optical character reader).
- Processing into FACT SAP; 3-way match; internal clearing (via F-44)
- Improvement idea for searching PO.
- Optimization in the OCR tool for different vendors.
- Preparing the allocation file on a daily basis and sharing it within the team.
- SLA reporting.
- Maintain changes in SOP and eliminate unnecessary steps.
- Handling CSR invoices and weekly payment run file preparation.
- Provide user training to new joiners.
- Handling escalations, internal errors, and RCAs on the same.
- Handling urgent invoices and queries.
- Working on the GST tax report quarterly.
- Handling daily mail and calls.
- Vendor reconciliation and GRIR reconciliation.
- Debit balance recon.
- Vendor creations (FK01)
- Indian Company Code GST Report and Issue Resolution.

October 2014 -  
June 2017

## **Sr. Accounting Associate:**

**WNS Global Services**

**Pune, Maharashtra**

- Scrutinizing and processing vendor invoices.
- Handling vendor and employee queries through emails and calls.
- SLA reporting to senior process management (daily, weekly, and monthly).
- Weekly payment runs and quality checks.
- Daily UAP allocations and follow up with suppliers and the onshore team.
- Daily bar code reconciliation.
- Updated authorization matrix.
- Duplicate checks on a weekly basis.
- Access to bank payments and raise urgent checks
- Working on the Vat Error report.
- Working on the UAP file before month-end and year-end for direct debit suppliers.
- Working on the accruals file.
- Provide user training to new joiners.
- Scrutinizing and processing employee T&E claims.
- Performing T&E audits on a regular basis.
- Handling team queries on a daily basis.
- Employee set up.

- Publishing queue status and volume reports to management and the team.
- Publishing Daily productivity report to management and the team.

## **EDUCATION**

|                              |  |
|------------------------------|--|
| October 2012 -<br>April 2014 | <b>Finnance - Dr. D. Y. Patil Institute Of Management &amp; Research</b><br>MBA<br>Pune, Maharastra.               |
| October 2014 -<br>April 2015 | <b>International Business - Dr. D. Y. Patil Institute Of Management &amp; Research</b><br>MBA<br>Pune, Maharastra. |
| February 2010 -<br>May 2012  | <b>B.COM - Devi Ahilya Vishwavidyalaya University</b><br>Bachelor Of Commerce<br>Indore, Madhya Pradesh.           |

## **SKILLS**

|                      |       |                  |       |                 |       |
|----------------------|-------|------------------|-------|-----------------|-------|
| Power BI             | ☆☆☆☆☆ | Decision Making  | ☆☆☆☆☆ | Teamwork Skills | ☆☆☆☆☆ |
| Communication Skills | ☆☆☆☆☆ | Microsoft Office | ☆☆☆☆☆ |                 |       |

## **HOBBIES**

Swimming

Watching Web Series, Movies

## **REFEREES**

Available on Request