

Career Objective:

Establishing & maintaining best finance practices within a changing business environment leading to contribution towards organizational growth.

Profile Summary:

An experienced Finance professional with in-depth experience in Accounting, Accounts Payable & Receivable, Banking & Treasury management. A career span of 19+ years of experience in Consumer Durables, IT Service, Trading & Manufacturing Industry. Skilled at managing operations. Possess strong leadership and interpersonal skills.

Key Skills & Strengths:**Financial Accounting****Vendor Management****Foreign Currency Management****Cash Flow Management****Treasury management****FCGPR/FCTRS/RBI reporting****Team building & Leadership.****Bank, Vendor Reconciliations****Training and Development****Fund Management****Process Improvement****Process automation**

Employment Profile

Phillips Machine Tools India Pvt Limited, as Sr. Manager Accounts Payable & Treasurer
Since July 2023

Key Deliverables:

➤ ***Accounts Payable Operations:***

- Managing Global Accounts Payable function. Appropriate accounting of Invoices, TDS booking, month-end provisions, reconciliations etc.
- Monitoring Vendor ageing, Regular reco of Vendor ledgers & taking appropriate actions.
- Validation and creation of vendor masters, document verification for onboarding domestic & Foreign vendors.
- Coordination with respective stakeholders for procurements and finalizing new vendors.
- Analyzing various department's cost to identify opportunities for cost reduction.
- Monitoring & Controlling Vendor advances. Settlements in coordination with stakeholders.
- Monitoring Employee Advances, reimbursement claims and settlements as per SOP.
- Tracking foreign vendor ageing & payments as per agreed payment slabs. Coordination for required documentation, applicable taxes as per DTAA etc.
- SOPs for the team. Process improvements, team training.
- Balance Sheet reconciliation for AP function.
- Audit handling, Internal & Statutory audit coordination, completion within stipulated timelines.

➤ ***Banking & Treasury operations:***

- Cashflow reporting to the management regularly and taking appropriate actions.
- Monitoring fund positions and execute Cross border & domestic payments.
- Coordination with AR team for key receivables to manage cashflow.
- Reviewing Foreign Payment process, execution of transactions as per RBI compliances.
- Coordination with banks for Domestic & foreign payments, banking facilities, setting up limits, buyers' credit, LC, BG issuance etc.
- IDPMS tracking on regular basis. Reviewing O/s ORMs and settlements.
- Monthly BRS review and reporting.
- Process developments & SOP for team's better performance.

Tata Technologies Limited, Pune as Associate Manager June 2010 – June 2023

Key Deliverables:

➤ *Vendor Management - Shared Services Operations:*

- Negotiation with various service providers and finalization of contracts. Creation & maintenance of vendor master after verification of documents. Keeping the data up to date.
- Supervising Accounts Payables team. Domestic & foreign vendor invoices, TDS booking and provisioning. Ensuring all the transactions are booked properly in SAP system with completeness and correctness.
- Reconciliation of Vendor ledgers regularly. Monitoring Vendor ageing & corrective actions.
- Analysis of various functions costs and identify opportunities for cost reduction.
- Handling entire process of foreign vendor registration and management, invoice booking and remittances.
- Assessing employee's Travel and other claims. Monitoring and control over employee and vendor advances. SAP Travel module implemented successfully in the company.
- Continuous improvement initiatives with the business and external stakeholders.
- Process development and SOPs for the activities performed by Accounts Payable team.
- Controlling GR/IR A/c. Monitoring intercompany transactions and controlling recoverable account (cost recharged on entities for various expenses).
- End-users training of SAP system and other training to the team.
- Preparing audit schedules, GL a/c scrutiny. Handling statutory, internal, IFC and various audits.

➤ *Banking & Treasury operations:*

- Overall Treasury operations for treasury size of INR600+ Cr.
- Up to date banking facilities as per resolutions passed by Management. Coordination with CS team for Dividend payments and IEPF transfers.
- Key inputs to management to form investment policies and pass other banking resolutions.
- Preparation and monitoring bank reconciliations of various banks. Fund management.
- Investments in ICDs, FDs, MFs as per investment policy.
- Monitoring FC receipts accounting. FIRC reco & work with AD bank for regularization.
- Currency hedging, Forward contracts, on the basis of debtors ageing & receivables.
- Coordination with banks for PCFC/PSFC, FDs MFs & other investments. PCFC/PSFC, BG documentation and keeping track for closure & new application as per requirement.
- Cross border Salary & Tax payments, GL reconciliation of payroll and tax entries.
- SOFTEX reporting of export bills through AD bank and reconciliation. Coordination with bank for reconciliation of Export Data Processing and Monitoring System (EDPMS) and closure of all outstanding export invoices appearing in EDPMS.
- FCGPR/FCTRS end to end activities. Severally visited RBI for taking them on records.

Siemens PLM Software (I) Limited, Pune as Accountant Aug 2008 - May 2010

Key Deliverables:

- Managing invoice verification and booking for Domestic and overseas vendors.
- Reconciliations of vendor accounts, masters and vendor ageing on monthly basis.
- Settlement of various travel claims of employees on regular basis.
- Processing of vendor and employee payments as per standard procedure. Coordination with bank for accurate transaction processing. (DD issuance and wire transfers)
- Implemented entire wire transfer process in coordination with bank for all domestic transactions within a months' time.
- Assisting in monthly TDS health check.
- Preparing various audit schedules and GL a/c scrutiny. Monthly provisioning and coordination with various stakeholders for provisioning.
- Assisting the Manager for various audits.
- Preparation & submission of monthly SOFTEX reports. Coordination with STPI authorities.

Sharp Business Systems (I) Limited, Pune as Commercial Accountant Dec 2006 - July 2008

Key Deliverables:

- Handling all the commercial activities for rest of Maharashtra region.
- Managing sales orders and invoice processing for all customers. Follow up for dispatches of finished goods as well as spares. Reconciliation of Authorized Dealers & various direct customers.
- Credit control management and receivables for the rest of Maharashtra region.
- Working on various schemes offered by the company. Issuance of credit notes against schemes and other discounts. Scrutinizing books of Accounts at the Branch level.
- Handling physical cash & branch expenses. Coordination with bank of various transactions.

Videocon Industries Limited, Pune branch as Officer-Accounts Oct 2005 - Nov 2006

Key Deliverables:

- Managing commercial activities for Kolhapur & Pune Region.
- Invoice preparation and coordination with logistics agency for deliveries of products.
- Booking purchase invoices against PO issued to production units of Head office.
- Reconciliation of HO dispatch and branch purchases. Daily M.I.S. Reporting
- Reconciliation of Authorized Retailers and Wholesale Dealers. Working of credit notes of various schemes and others discounts, working for sales team.
- Physical stock reconciliations on monthly basis. Up to date records for stock audits.
- Coordinating with Sales Team and dealers for receivables based on various schemes and discounts. Monitoring the data of advertising expenses with marketing team.
- Scrutiny of branch debtor and creditors.

Videocon International Limited, Goa branch as Officer-Accounts July 04 - Oct 2005

Key Deliverables:

- Managing all commercial activities for Goa Branch. Invoice generation, purchases, logistics, Cash & Bank etc. Daily management reporting.
- Working of various Schemes for AWD and local dealers.

Educational

- Bachelor's degree in commerce from University of Mumbai.
- MBA Finance from Yashwantrao Chavan Maharashtra Open University (Pursuing)
 - **IT Skills & Computer Literacy**

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- Operating Systems Windows 'ME/2000/ 03/ 07/ 10
 - Packages MS-Office 2000/03/07/10 Office365
 - ERP SAP (BW, FICO & M.M.) End-User
 - Diploma course in Office Automation and Financial Accounting CDAC institute.
 - Maharashtra State Certificate in Information Technology.

Personal Details

Permanent Address	Chitra- 902, Nakshatra Complex CHS, Narhe, Pune, 411041
Languages known	Marathi, Hindi, English.

Beyond Curriculum

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- Performed the duties of an active member of school cricket team. Tournaments at school & college level. Actively participated in several entertainment events like singing, drama etc. during school and college.
 - Member of College Cricket Team at University Level zonal tournaments.
 - Authorized member and Umpire for Sindhudurg District Cricket Association till 2007.