

# Priyanka Raut

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## Key Skills:

- Accounts Payable
- Accounts Receivable
- Financial Analysis
- Budgeting and Forecasting
- Vendor and Client Management
- Accounts Reconciliation
- Monthly Closing Activities
- Audit Coordination
- Taxation Expertise (GST, TDS)
- IFRS Understanding
- Cash Flow Management
- P&L Analysis & MIS Reporting
- Bank Reconciliation Statement (BRS)
- Fixed Asset Register (FAR)
- Balance Sheet and P&L Variance Reports
- IFRS Entries and Deposit Report
- Revenue Reconciliation Report
- Annual Budgeting Report
- Petty Cash Report Verification
- Excellent Communication Skills
- Leadership & Team Management
- Analytical & Problem-Solving Skills

## Personal Details:

- Location: Pimple Saudagar, Pune
- DOB: 2nd September 1992
- Marital Status: Married

## Career Highlights:

### Executive Center India Pvt Ltd. from November 2018 to Till Date

(With 28 years of expertise, this company is a premier provider of flexible workspace solutions, ranking as the 3rd largest in Asia.)

#### Current Role: Assistant Manager - Accounts Payable (West India)

- Managed end-to-end Accounts Payable (AP) and Accounts Receivable for Mumbai and Pune regions, overseeing vendor registration, invoice verification, PO checks and payment processing via NEFT and banking portal.
- Handled clearing of Rental, utility, Credit Cards, Vendor bills and CAM invoices promptly to ensure adherence to due dates.
- Managed Accounts Receivable responsibilities, including client registration, preparation of sales invoices as per agreements, and diligent follow-up on outstanding payments, checking escalation as applicable to legal or sales team.
- Led Monthly Financial Closing reports, delivering critical reports such as Bank Reconciliation Statement, Fixed Asset Register (FAR), Cash Flow, MIS, Aging-wise AP and AR Reports, Balance Sheet Variance Report, P&L Variance Report, Prepayment Report, Accrual Report, IFRS Entries, Deposit Report and Revenue Reco Report.
- Prepared Monthly Consolidated and Center-wise MIS reports, aligning with the budget and 3-month forecast for the Pune region. Analyzed MIS data, coordinated with the sales team for revenue analysis to meet budget and EBITA targets set by HQ. Created Cashflow Statements center-wise for the Pune region, incorporating a 3-month forecast with P&L analysis.
- Led the year-end budgeting process, preparing a comprehensive Yearend budget sheet as per sales team requirements, and analyzing revenue required to meet HQ's budget.
- Coordinated with Tax consultants for GST and TDS queries, ensuring compliance with taxation requirements.
- Managed AP functions, checking vendor invoices for accuracy, obtaining necessary approvals, and processing payments in accordance with payment cycles, including rental, CAM, utility bills, credit card bills, and monthly vendor bills.
- Managed customer ledger statement reconciliation, vendor reconciliation and other Key Result Areas (KRA), such as petty cash report verification, meeting audit requirements by providing samples and resolving queries.
- Prepared and analyzed monthly reports, including AR aging, AP aging, depreciation entry with FAR report, prepayment report, accrual report, income statement analysis, variance reports, balance sheet variance reports and cash flow statements with a 3-month forecast.
- Conducted yearly inventory checks in alignment with FAR reports, ensuring accuracy and completeness.
- Ensured timely submission of monthly and quarterly reports to HQ.
- Managed IFRS entries, allocated expenses based on center revenue and monitored monthly still working, GST defaulters list and TDS working.

## Profile Synopsis:

A seasoned **Accounts & Finance Professional** with **10+ years of expertise** in **Accounts Payable, Accounts Receivable, Budgeting, Forecasting** and **effective Vendor and Client Management**. Meticulous **attention to detail** and **problem-solving**, consistently excelling in **generating comprehensive Monthly Financial Reports** and **MIS**.

Eager to **refine my skills, embrace new concepts** and **apply my expertise** to drive the **growth of proactive a forward-thinking organization**. Actively seeking a **managerial role to leverage my extensive expertise in Finance & Accounts** and **make impactful contributions to the success of a dynamic and esteemed organization**.

## Key Highlights:

- Awarded for **outstanding performance**, receiving a **Quarterly Award in 2020 for Exemplary Contributions to the South Asia region**.
- Achieved 2 promotions within a span of 5 years, progressing from **Accountant** to **Senior Accountant** in the **Pune region** in **2022** and subsequently **advancing** from **Senior Accountant** to **Assistant Manager** in **West India** in **2024**.

## Academic Highlights:

- **M.Com** from **Mumbai University (Advance Accounting)** in **2015** with **62%**
- **B.Com (Accounting & Finance)** from **Joshi Bedekar College** in **2013** with **72%**
- **HSC** from **Adarsh college** in **2011** with **73%**
- **SSC** from **IES school** with **70%**
- **Diploma in Financial Accounting** with **ERP Tally 9.0** with **86%** in **2011**
- **SAP FICO COURSE (IMPLEMENTATION TO END USER)** in **2016**
- Pursuing International Certification Course CMA USA from Miles Institute

## **Discreet Solutions Pvt. Ltd. from January 2018 to October 2018**

It is a IT hardware company specializing in Home Automation Systems. (Reason for leaving job: Career growth)

### **Role: Accounts Executive**

- Proficient in diverse banking operations, including RTGS, NEFT payments, cheque processing, and bank reconciliation, as well as managing bank loans.
- Adept at purchase management, verifying invoices against purchase orders, contracts, and agreements, ensuring accuracy and systematic entry in the system.
- Specialized in import purchases, handling booking, documentation, and foreign exchange fluctuation.
- Skilled in end-to-end sales processes, from preparing invoices and proforma invoices to managing debit and credit notes, all aligned with sales orders and payment terms.
- Responsible for taxation tasks, including TDS and GST workings, timely payments, and advance tax processing.
- Efficiently managed accounts payable, overseeing payments for various expenses such as rent, utility bills, property tax, GST, TDS, and credit cards, adhering to due dates with proper approvals.
- Proficient in accounts receivable, focusing on collections, resolving payment discrepancies, and initiating past due payments.
- Expertise in generating weekly and monthly reports, including Debtors and Creditors Ageing Reports, Taxation Reports (TDS & GST), and conducting monthly audits.
- Responsible for reconciliation tasks, including bank reconciliation and scrutiny of debtors and creditors reports.
- Assisted in inventory management and E-way bill processes.
- Managed salary processing, verifying calculation sheets, and processing payments through bank transactions and system entries.
- Facilitated employee reimbursement processes, ensuring accuracy in verifying vouchers with supporting bills, compliance with policies, and timely payments.

## **Sokrati Technologies Pvt. Ltd. from October 2015 to March 2017**

A Pune based company, specializes in the digital marketing platform for e-commerce, facilitating online businesses worldwide. (Reason for leaving job: Maternity break to focus on childcare responsibilities)

### **Role: Senior Finance Executive**

- Streamlined invoice verification and data input (purchase, sales, utility, admin) in the system, ensuring timely payments through online banking/cheques.
- Calculated and updated TDS in the system for accurate financial reporting.
- Maintained daily banking receipts and payment entries, conducting regular bank reconciliations for accurate financial records. Managed payments for employee reimbursements, specifically expenses incurred during client meetings.
- Scrutinized and processed employee claims, verifying attached bills, updating in the system and ensuring compliance with company policies before facilitating payments.
- Produced proforma and tax invoices tailored to client plans, ensuring accuracy and adherence to contractual terms.
- Implemented proactive measures, including monitoring reminder emails to clients, to ensure timely payments.
- Maintained a meticulous debtors aging report, specifically focusing on overdue receipts exceeding 180 days past due.

## **Ideal Hospitality Private Limited from July 2014 to October 2015**

Established in 2008, this company operates five "Aromas Café and Lounge" outlets (an Australian brand) and one Indian restaurant named "101" in Mumbai. (Reason for leaving the job: Relocated from Mumbai to Pune)

### **Role: Account Executive (Head Office)**

- Overseeing purchase and sales processes, including invoice verification, system updates, and timely payments in accordance with agreements and due dates.
- Conducting bank reconciliation and managing fund flow statements. Generating daily transaction reports (DTR) for effective financial monitoring. Calculating and handling payments for TDS, service tax, VAT, and issuing TDS certificates.
- Managing statutory payments such as Professional Tax and Provident Fund online.
- Executing Cheque, RTGS/NEFT payments for vendors based on agreed terms and conditions.
- Handling utility payments for electricity, telephones, internet, gas and monthly rent for outlets and stores.
- Drafting bank letters and coordinating with bankers and insurers for financial transactions.
- Managing petty cash and associated expenses across all outlets. Facilitating payments for professional tax and TCS 26AS.
- Processing salaries for the headquarters and outlets, ensuring accurate system updates.

## **Sheth Publishing House from June 2013 to February 2014**

It is a pioneer in India's Educational publishing landscape for three decades, specializes in printing, publishing and content creation for school books, general books and children's books. (Reason for leaving the job: Marriage)

### **Role: Accounts Assistant**

- Maintain various registers, including journal voucher, purchase control, inward/outward, cash, online credit, petrol expenses, cheque, T.D.S and bank direct debit, along with reports and bank statements.
- Oversee all legal documentation for the company. Verify and update invoices (sales, purchase) in Tally, ensuring timely payments. Handle online payment of professional tax. Calculate and process TDS payments.
- Perform daily banking receipts entry and reconcile bank statements. Maintain individual accounts in Tally for partner income computation. Assist in the finalization for income filing of partners.
- Manage ECS and online payment of utility expenses.