

Anjali Gore

Senior Finance Analyst

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27 Shukrawar Peth, Pune-02
18th February 1976

About Me

I am Senior Finance Analyst with 10+ years of experience in corporate finance. Expert at Interdepartmental coordination and communication. Having excellent commitment to job and a good team player with right attitude to work.

Relevant Skills

- Accounts Payable
- Vendor management
- Uploading payments
- Bank reconciliation
- MS Word
- MS Excel
- SAP
- Softex submission
- Cash flow statement
- Monthly statutory payments
- TDS return

Projects

- Bank Payment Automation in SAP
- AutoBank for Auto Bank Reconciliation in SAP

Rewards & Recognition

- Achieved Customer Excellence Certificate
- Star Award for consistent performance

Work Experience

Senior Analyst in Finance dept.

Metro Global Solution Center Private Limited

May 2011 to May 2024

- Managing day to day Accounting Operations in PTP process and monthly vendor balance reconciliation.
- Performing batchwise vendor payment run in SAP. Procuring form 15CB and preparing 15CA for foreign payments.
- Liasoning with bank for other bank operations like addition/deletion of new user, foreign payments, Euro conversion, placing Fixed Deposit etc.
- Responsible for preparing monthly Bank Reconciliation & handling monthly Statutory payments like PF, ESIC, PT, TDS & Tax payments.
- Filing quarterly TDS return and issuing Form 16A to vendors/suppliers.
- Maintaining corporate credit card bills and booking the expense.
- Preparing monthly balance sheet reconciliation.
- Handling Petty Cash activities & booking the same in SAP systems.
- Responsible for booking monthly salary JV and monthly accruals, maintaining salary Payable Ledger and Payroll liability GL.
- Assisting in all Internal and External Audit related activities.
- Monthly SPTI compliance like submitting SERF, MPR and softex on STPI portal.
- Arranging Forex for employees travelling to Onshore and ensuring timely settlement of Travel advance adhering to company policy guidelines.

Operation Executive in Accounts Payable

BNY Mellon

March 2008 to May 2011

- To key-in all Purchase invoices using Oracle 11i - Financials E-business suite.
- Corporate sourcing experience in supplier setup, cost code and tax code setup and approvers set up.
- Generated daily reports like hold report, rejection report, duplicate report etc.
- Resolving invoice queries with onshore clients.

Customer Care Executive

EXL Services Ltd

Dec 2006 to March 2008

- Worked as Back Office Agent for Centrica Group client in Disputed Reads section on SAP application.
- Tracking of daily activities and report creation.

Branch Accountant
Talwalkar Fitness –Health club
Oct 2004 to July 2006

- Day to day Pettycash expenses, bank deposits and bank maintenance.
- Salary payments and accounts maintenance.
- Supplier payments and reconciliation of supplier accounts and bank accounts.
- Preparation of Accounts Audits & Balance Sheets and Internal Audits.

Education

1998	1996
Master of Commerce	Bachelor of Commerce
Pune University	Pune University (S P College)
61%	63%
1993	1991
HSC	SSC
Pune University (S P College)	Balshikshan Mandir School
74%	74%

Declaration

I hereby declare that aforesaid are authentic to the best of my knowledge and belief.