



## PROFILE

Competent professional experience of more than 7 years in Finance & Accounts. Positive attitude & approach to drive the Goal of Team & Organization which will help to grow my learning experience.

## CONTACT:

8298072536/9284530215

## EMAIL:

deepak.pandey890@gmail.com

## ADDRESS:

New Pan Card Club Road, Survey no: 38, Plot no: 02, Flat no: 02, Nandalaya Apartment, Baner, Pune 411045

## MARITAL STATUS:

Married

## DOB:

21<sup>st</sup> February 1995

## LANGUAGES KNOWN:

English & Hindi

## HOBBIES:

Music, Travelling & Playing Outdoor Games

## SKILLS:

- Knowledge of working on SAP, S4 HANA.
- Tally, Ms office, Ms Excel and Outlook.
- Ability to work independently and take initiative.

# Deepak Pandey

## EDUCATION

**MBA:** from ASM IPS, Pune in the year 2020 securing first class.

**BBA:** from Gossner College, Ranchi in the year 2016 securing first class.

**HSC:** from BRL DAV Public school Bokaro in the year 2012 securing first class.

**SSC:** from BRL DAV Public school Bokaro in the year 2010 securing first class.

## WORK EXPERIENCE

**WNS Global Services Private Ltd**

**Duration: Non'22 to till date**

**Designation: Lead Associate (PTP)**

### Responsibility:

- Working on payment analysis to clear the account of supplier.
- Chasing Suppliers for open items issues.
- Manual Adjustment posting on vendor accounts whenever required.
- Working on Key vendor reconciliation.
- VIM open item analysis.
- Chasing PO requestors and approvers for resolving issues related to invoices.
- Posting transfer entries(vendor to vendor and vendor to GL)
- Working on email received in Generic mail box.
- Working on Part of SOX vendors.
- Allocating monthly target to the team members.
- Daily review of performance – with SME's of process and making SLA report on daily basis.
- Reporting of Weekly/Daily Volumes, Accuracy, Internal Errors & Control check points.

## WORK EXPERIENCE:

### Journey to be continued!!!

**WNS Global Services Pvt Ltd**



**PRGX Private India Limited**



**Infosys BPM Limited**

## WORK EXPERIENCE

**PRGX Private India Limited**

**Duration: Jan'22 to Nov'22**

**Designation: Analyst L2 (PTP)**

### **Responsibility:**

- Working on Vendor Reconciliation.
- Manual Adjustment posting on Vendor Accounts whenever required.
- Posting reversal entries.
- Chasing vendor for the statement in order to do reconciliation.
- Chasing PO Requestor for pending GR.
- Chasing Approver for pending approval of invoice.
- Working on email received in Generic mail box.

## ACHIEVEMENTS & CERTIFICATIONS:

- Received League of Champion award from Senior General Manager for consistency performance throughout the quarter (April 2023).
- Received I-Star award (performer of the year) from Client for delivering consistent results in two consecutive years (July, 2018 and 2019).
- Received Kudos award for delivering consistent results (April, 2018).
- Received Individual Extra Miler Award for consistency performance throughout the quarter.
- Successfully completed SCFA (Sony Certified Finance Associate) training Program organized by WNS & collaboration with SONY.
- Certified in SAP (T100 & T200)  
T100: Fundamental of Accounting  
T200: Accounts Payable, Receivable & General Ledger.
- Having knowledge of Advance excel, SAP FICO and SAP HANA.

## DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge and the same can be verified for authenticity.

**Date:**

**Place:**

**Signature:**

**Deepak Pandey**

**Infosys, Pune**

**Duration: July'16 to Dec'21**

**Designation: Accountant (PTP)**

### **Responsibility:**

- Oversaw Invoice posting, Posting T&E, Manual entry, Recurring entry, check void.
- Posting reversing entry when needed.
- Oversaw handling payment Proposal activity.
- Oversaw Manual Invoice posting.
- Allocating daily volume to team.
- Coordinate with Onshore team on call regarding concerns/updates.
- Supporting to team Members during month end activity.
- Auditing invoice on daily basis to save errors.
- Making Weekly and Monthly production report.
- Providing training to the new joiner's

### **Additional Knowledge**

- Having knowledge of Month, Quarter & Year end Intercompany reconciliation.
- Balance Sheet Reconciliation and providing analysis reports to client for quick review and controlling purpose.
- Processing Journal, accrual entries.