

Pravin Jadhav

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Profile

Experienced MBS finance professional with 14 years of expertise in Financial Analysis, Financial Accounting, Capex Accounts, Statutory Management/Audits and Reconciliation, Accounts Payable process, and Taxation. Proficient in SAP S4 HANA, NETSUITE ERP, Tally ERP, and Microsoft Excel. Result-oriented, self-motivated, and an excellent communicator, capable of working effectively both independently and as part of a team. Adept at process improvements, preparing SOPs, and ensuring compliance with accounting policies and procedures.

Experience**Quick Heal Technologies Ltd.**

Team Leader Finance & Accounts

Mar 2015 - Present

Month Closing Activities:

- Made provisions entries, conducted expense analysis, and prepared final entries after ledger verification.
- Coordinated with stakeholders for monthly provisions and verified SAP by open PO status.
- Conducted major bank account reconciliations, informing the Head Office team of pending entries daily.
- GL scrutiny and reconciliation.
- Prepared statutory audit work papers and led quarterly statutory audit and IFC audit closures.
- Collected process improvement ideas and assisted with implementation.

Accounts Payable:

- Designated as SME for Accounts Payable Process (Procure To Pay).
- Handled invoice processing, payments recording, daily volume tracking, and reporting.
- Process expert in PO invoice management (2 Way and 3 Way Matching).
- Investigated and resolved invoice discrepancies and supplier accounts.
- Reviewed all invoices for appropriate documentation and approval prior to payment.
- Processed vendor payments weekly in accordance with due dates.

- Reconciled vendor statements and resolved discrepancies.
- Prepared Bank Reconciliation Statements and implemented verification and approval procedures for petty cash.
- Monitored expenses to ensure compliance with company policies and guidelines.
- Liaised with purchase and admin teams to address pending GRNs and expense-related matters.

Accounts Receivable:

QH Web Sales (CRW and Website sales):

- Implemented and maintained web sales invoice process automation in SAP.
- Coordinated with QH Internal team and PG team for integration.
- Reconciled renewal sales reports from SAP and various gateway sales reports.
- Verified taxation aspects in sales reports and resolved issues.
- Coordinated with Renewal Sales and Technical support teams for customer-related queries.
- Developed reports, forms, and SAP automation for management and Renewal Teams.
- Ensured reconciliation of E-store stock with SAP stock, resolving discrepancies.

Taxation:

- Prepared GSTR-1 and GSTR-3B data monthly and ensured timely filing.
- Reconciled GST ledgers with books and GST portal records monthly.
- Adjusted entries in books based on reconciliation findings.
- Reconciled GSTR-2B with the purchase register monthly.
- Notified departments of mismatched invoice details for accurate GSTR-3B reporting.
- Cross-verified data for GST audit against auditors' records.
- Provided necessary data and documents for GST audit purposes.
- Prepared Professional Tax returns for specified states monthly and half-yearly.

BILTUBE INDUSTRIES LTD.

Finance & Accounts Officer - Accounts Payable

Aug 2012 - Mar 2015

- Verified and booked invoices with proper head and cost center, managed purchases, services, and Capex invoices.
- Prepared vendor payments and reconciliations, including ageing reports.
- Prepared bank reconciliation statements and daily financial reports.
- Handled TDS deductions and quarterly E-TDS returns.
- Interacted with auditors to resolve queries.

VASCON ENGINEERS LTD, PUNE

Accounts Executive

Aug 2009 - July 2012

- Managed asset accounting and depreciation processes.

- Ensured accuracy and completeness of accounting documents.
 - Prepared and analyzed internal and external financial reports.
 - Verified and booked invoices, managed vendor payments and reconciliations.
 - Prepared bank reconciliation statements and day-to-day accounting tasks.
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Education

Pune University

Master of Business Studies (Finance)

2014 - 2015

Pune University

Post Graduate Diploma in Business Management (Finance)

2013 - 2014

SHIVAJI University, Kolhapur

Bachelor of Commerce, Accounting and Finance

2009

Skills

- SAP S4 HANA
 - NETSUITE
 - Tally ERP
 - Microsoft Excel
 - Automation of Web Sales in SAP
 - Implementation of Happay (HDFC) Petty Cash in PAN India
 - Fixed Asset Management System (FAMS)
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Hobbies

- Social Work
 - Tree Plantation and Care
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Achievements

- QH Best Performer Award 2018
- QH Valuable Employee Award 2022
- QH Spot Award and Employee of the Month Awards