



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: 21st 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

ACHIEVMENTS & 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

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.

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.