

NILESH VITTHAL DAKE

Accountant – PTP

| +91 9075952485 | nileshvitthaldake@gmail.com | Karvenagar, Pune-MH

4.8 years of experience PTP Accountant adept at managing procurement and accounts payable processes. Skilled in vendor relationship management, invoice processing, and cost-saving initiatives. Proficient in ERP systems SAP. Strong communicator with a focus on compliance and process improvement. Ready to drive efficiency and contribute to organization success.

EXPERIENCE

Accountant- AP| Infosys BPM | Pune

Nov 2021- Present

- SAP: accounts payable related activities, including verification, posting, and reporting.
- Manage the AP helpdesk, resolving queries from clients, vendors, and coordinators.
- Process business transactions, invoices, and financial data for maintaining account payable records.
- Prepare reports and analyze team productivity based on daily targets.
- Handle user issues and provide satisfactory solutions.
- Collaborate with cross-functional teams to support audit reports and analyze month-end procedures.
- Communicate business requirements and support business changes.
- Create incident tickets and update SOP for process changes.
- Perform vendor optimization activities and prepare audit reports.
- Provide training to new joiners and handle client/vendor emails and queries.
- Performing root cause analysis and sharing it with the client as per requirement.

Account Officer |Wipro | Pune

October 2019 – October 2021

- SAP: accounts payable related activities, including verification, posting, and reporting.
 - Verify invoices using Read soft software and process PO, Non PO, and intercompany direct debit invoices.
 - Manage VMD activities and complete month-end activities for Account payable France
 - Process PO and Non PO Invoices in logistics, raw material, and energy.
 - Prepare and report daily posting, verification, and dashboard reports.
 - Conduct document auditing and handle client/vendor emails and queries.
-

EDUCATION

Bachelor of Commerce, New arts, comm. And science college, Ahmednagar 2018

Savitribai Phule Pune University, Pune

HSC- Commerce, New Arts, Comm. And Science College, Shevgaon

2015

Maharashtra State Board, Pune

SSC, Shriram High School And Junior College, Dhorjalgaon

2015

Maharashtra State Board, Pune

SKILLS

- Procure To Pay
 - Invoice Processing
 - Accounts Payable
 - Vendor Invoice management
 - Vendor Reconciliation
 - Ap Helpdesk
 - Month End Reporting
 - SAP
 - Purchase Order
 - Invoice Verification
 - Audit Report
 - Vendor Management
 - GRN
 - Dashboards
-

PERSONAL DETAILS

- Date of Birth: March 14, 1998
 - Gender: Male
 - Nationality: Indian
 - Marital Status: Unmarried
 - Languages Known: English, Hindi, Marathi
 - Address: 23, Parvati Niwas, Shramsaflya Colony,
Karvenagar, Pune- 411052
-

HOBBIES

- Social Networking, Traveling, Music, Learning New Things
-

DECLARATION

- I hereby declare that all the information mentioned above is true to the best of my knowledge.
 - Place: Pune
 - Date:
- Signature
Nilesh Dake
-