

## **Komal Nagpure**

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Date of Birth: 16/08/1993

### **Objective**

Aim to be associated with progressive and forward-looking organization, which provides opportunity to apply my knowledge and skills towards the growth of the organization.

### **Summary**

An enterprising hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness & managing disbursement functions for diverse-industry employers possesses rich experience of 4.10 years Working knowledge of SAP FICO & Oracle, Accounts payable, P2P, F & A along. Assisting “Reconciliation processing” and site by site “Invoice processing” Team for 2Way & 3 Way matching.

Expert to create and distribute FBL3N & FBL1N reporting for the Reconciliation and generate the DAT TOOL Report for Audit team & for management team. Managing query of reconciliation resolution by teams for internal business user supplier.

Site activity is for raising the Tickets for SAP Access.

### **Educational details**

- Completed ECC SAP FICO Certification in 2019.
- Completed MBA in Finance from D.Y.Patil college in 2018.
- Completed Master of Commerce from Pune University in 2015.
- Completed B. Com (Costing & Finance) Pune University in 2013 with Second class.
- Completed Higher Secondary Certificate in 2010.

### **Professional Experience**

#### **Wipro Technology LTD - senior Account officer**

**17 June 2019– till date**

##### **PTP Activities:**

- PO & Non-PO Invoice processing and posting with accuracy.
- Allocating invoices to invoice processing team through base application.
- Working on weekly payment file preparation for region wise.
- Working on reimbursement of employee payment file.
- Preparing of Cash Forecast report on every week.
- Monitor accounts to ensure payments are made up to date and resolve any discrepancies.
- RUN the Duplicates Audit payment tool (DAT) invoices tool on daily basis.
- Working on GRIR file for reducing such GR which are opened on every month activity.
- Working on blackline GL reconciliation file.
- Preparing of monthly SLA report of all activity.
- Clearing auto debit vendor payments by using F-03 T-Code.

- Working on custom duty invoices on every month and making clearance by using F-44 T-Code.
- Working on exceptions and vendor queries via. Mails, call and base application.
- Working on GIT Reconciliation in month end close activities.

**OTC Activities:**

- Manual and HHT RV processing into Oracle with accuracy.
- Debtors aging to salesman report.
- Unapplied report.
- Customer Reconciliation.
- Customer Remittance process.
- Month end activities.
- Responsible for GL month end close task for multiple legal entities.

**Hard Skills:**

- Procure To Pay
- Invoice processing
- Payment processing
- Order To Cash
- Oracle Application
- SAP FICO
- Microsoft Excel
- APEX Data Loader
- Financial Accounting

**Soft Skills:**

- Good Observation
- Decision Making
- Communication
- Multi-Tasking
- Time Management
- Problem Solving

**Languages known:**

- English
- Hindi
- Marathi

**Achievements**

- Received certificate for star performer of the month in invoice processing.
- Received certificate for star performer of the quarter in all activity.
- Acknowledge by client for fast report on vendor payment history.