

# Shreyas Moholkar

Ph- 7030545524, Email – moholkarshreyas@gmail.com

## **PROFESSIONAL SUMMARY**

- Currently working with H.B Fuller India Pvt Ltd as Accounts Payable Processor and is a part of Finance team. H.B Fuller is an Adhesive manufacturing company of which factory being located at Shirwal Satara and Office at Baner, Pune.
- At present, graduated with Bachelor in Commerce from Pune university and pursuing Masters in Commerce. Also, pursuing a professional certification Certified Management accountant (CMA) with Institute of Management Accountant (IMA)-USA; this certification has global recognition.
- Having 6+ years of experience in SAP ERP in Accounts Payable end to end & Accounts Receivable.

## **ACHIEVEMENTS (Current)**

- Major reconciliation completed for vendor having turnover of INR 50 crores pending since year 2017 for H B Fuller helped retrieve above INR 50 lakhs.
- SAP Concur implementation at Account Payables end.
- Clearing old FX payments A2 & Material.
- Accounts Payable end to end process setup after SAP implementation.
- Received 2 spirit awards for excelled performance (Year 22-23)

## **WORK EXPERIENCE**

<b>Company Name</b>	<b>Roles &amp; Responsibility</b>
H.B Fuller India Adhesives Pvt Ltd. Sept 21- Current	<b>Accounts Payable (AP Processor-I)</b> <ul style="list-style-type: none"><li>▪ Weekly vendor &amp; T&amp;E payment runs through SAP (T-code F110).</li><li>▪ Manual input of foreign payments on bank portal and co-ordination with bank for documentation. Under FEMA compliance.</li><li>▪ Weekly foreign vendor payments (Import materials, A2 &amp; Merchant Trade)</li><li>▪ Daily invoice booking in SAP as per the SOP designed. (All types)</li><li>▪ Co-ordination with bank for bills of exchange and other related documents on ad hoc basis.</li><li>▪ Monthly Tax payments on respective Govt portals (GST, TDS)</li><li>▪ Monthly clearing open vendor debit balances/advances prior period close/ Vendor Debit balance analysis.</li><li>▪ Weekly duty payment in form of advance to CHA as per Import shipments ETA.</li><li>▪ Performing Key vendor reconciliations &amp; balance confirmations on timely basis.</li><li>▪ Adjustment entries in customer ledger &amp; Creating scrap sale invoices in SAP.</li><li>▪ Monthly Accruals/ Provisions/Bank Reconciliation.</li><li>▪ Creation of 15CA certificates for A2 payments when required.</li></ul>

<b>SKP Business Consultancy</b> Oct 2019- Sept 2021	<p><b>Accounts payable (Senior Associate)</b></p> <ul style="list-style-type: none"> <li>▪ Weekly payment run for 6 Countries in SAP F110(Korea, Thailand, Singapore, Philippines, Australia, New Zealand)</li> <li>▪ Payment Forecasts every week for 6 countries</li> <li>▪ Quality and hygiene check for the Invoices processed.</li> <li>▪ Bank reconciliation and statement clearing.</li> <li>▪ Manual payments on Bank portal.</li> <li>▪ CAS comments update post month closures.</li> <li>▪ Vendor reconciliations.</li> </ul> <p>Monthly Accruals/ Provisions.</p>
<b>ITC INDIA LIMITED</b> June 2018 – Oct 2019 (3 <sup>rd</sup> Party Payroll – Job change due to 1 year agreement change policy)	<p><b>Accounts Payable (FINANCE SUPERINTENDENT)</b></p> <ul style="list-style-type: none"> <li>▪ Invoice processing for Services &amp; Material purchased. (External Vendors –CHA, Material, Car Rental services)</li> <li>▪ Vendor Reconciliation. (External Vendors)</li> <li>▪ General Ledger &amp; Cost Centre Allocation</li> <li>▪ Vendor Agreement creation and maintenance</li> <li>▪ Processing STO (Stock Transfer Orders) Invoices</li> </ul> <p><b>Inter Business &amp; Divisional Accounting -</b></p> <ul style="list-style-type: none"> <li>▪ Posting Journal Vouchers (Inter Business Area Clearing)</li> <li>▪ Working &amp; allocation of expenses for Internal vendors (Inter Division)</li> </ul> <p><b>Audit &amp; Internal Control -</b></p> <ul style="list-style-type: none"> <li>▪ Excise Audit &amp; Invoice check for Purchase/Sales Returns as per GST.</li> <li>▪ Scrap Audit Documentation &amp; Hygiene.</li> <li>▪ Monthly Departmental Physical Stock Verification &amp; Audit</li> <li>▪ Daily check &amp; signing E-Way bills for material outflow as per GST guidelines</li> <li>▪ Regular follow up with internal stakeholders and vendors for daily activities &amp; smooth work flow according to SOP.</li> </ul> <p><b>Inventory -</b></p> <ul style="list-style-type: none"> <li>▪ Monthly creation of Compiled data of department wise Inventory.</li> <li>▪ Identifying &amp; Matching closing stock as per Stock Audit.</li> </ul>
<b>Tetra Pak India Pvt Ltd.</b> December 2017- June 2018 (3 <sup>rd</sup> party Payroll- Project of 6 months)	<p><b>Accounts Executive (Procure to Pay)</b></p> <ul style="list-style-type: none"> <li>▪ Worked on a project named as PSM (Problem Solving Methodology)</li> <li>▪ Identifying the problem: Payment to vendor pending for unreasonable period.</li> <li>▪ Identifying reason for the occurrence of the problem.</li> <li>▪ Solution to the problem:</li> <li>▪ Recover essential documentation for payment from stakeholders (India/ Foreign Market)</li> <li>▪ Vendor Reconciliation (Foreign Market)</li> <li>▪ Query solving for payables outsourced</li> <li>▪ Booking &amp; Tagging Customs duty Bill of Entry</li> <li>▪ Imminent steps taken to avoid re-occurrence of problem.</li> <li>▪ Successful in actively providing the solution to the problem and achieving desired goals.</li> <li>▪ This project helped in clearing huge financial impact to the company and thus had a monetary &amp; goodwill benefit to the company.</li> </ul>

<b>StudyMantra Academy</b> March 2017 – Dec 2017	<ul style="list-style-type: none"> <li>▪ Head of Finance &amp; Accounting</li> <li>▪ Responsible for designing fee- structure &amp; offers</li> <li>▪ Monthly, Quarterly and Annual Budgeting</li> <li>▪ Banking operations</li> <li>▪ Oversight of work of outsourced Accounting vendor</li> <li>▪ Managing fees &amp; remuneration records of the faculty</li> </ul>
---	--

## **ACADEMIC DETAILS**

Bachelors Of Commerce	Pune University	2013-16	65%	-
12 <sup>th</sup> Grade HSC	P. Jog College of Science and Commerce	2012-13	50%	-
10 <sup>th</sup> Grade SSC	P. Jog Educational Trust School	2010-11	61%	
Certified Management Accountant (USA)	IMA (Institute of Management Accountants)	2023 - 24		Currently pursuing
Masters in Commerce	Pune University	2023- 24		Second Year (Currently pursuing)

DEGREE / COURSE	DETAILS OF COURSE	
Certified Management Accountant (USA)	* Financial Reporting, Planning, Performance and Control * Financial Decision Making	
Bachelors Of Commerce	* Accounting * International Economics * Auditing and Taxation	* Costing * Law

## **TECHNICAL SKILLS**

- Proficient at Excel, Word, PowerPoint, Outlook
- SAP: Procurement to Payment module
- Proficient in Vendor, Customer, Bank & General Ledger reconciliations

## **KEY SKILLS**

---

- Effective communication skills
- Creative and Critical thinking skills
- Social Perceptiveness
- Active Learning and Listening Skills
- Leadership Skills

## **ADDITIONAL INFORMATION**

---

<b>Gender</b>	Male
<b>Marital Status</b>	Married
<b>Date of Birth</b>	11 <sup>th</sup> November 1994
<b>Nationality</b>	Indian
<b>Language Known</b>	English, Hindi, Marathi
<b>Travelling</b>	Open to Domestic as well as International travelling, short-term or long-term projects