

Manoj Madhukar Shinde**Email: shindemanoj2886@gmail.com****Mobile: 9923456572**

SAP FI CERTIFIED & ACCOUNTING PROFESSIONAL

SAP FI certified and M.COM with specialization in Accounting, seeking an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company.

Career Summary:

I have total 16 years and 10 month experience in account-finance & currently working in **CPF INDIA PVT LTD (FMCG)** as an **Assistant Department Manager (Accounts)** from **01st Nov 2008 to till Date. In This I have nearly 10 years' experience in SAP as SAP FICO Domain USER.** My Previous Company is Venky's India LTD. in this company I am working As an Assistant Auditor from 18th May 2007 to 31st October 2008.

In Current Organization, i.e., **CPF INDIA PVT.LTD.** I was started as Trainee accountant now nearly Last 2 Years I am handling **SAP FI-Support Role- GL Create, Profit Center-Cost Center Create, Vendor-Customer Code Create, and Internal Order Create.** As well as I am also handling Monthly Activity-Financial Document Reconciliation, Run Financial Statements, Post Accruals and Deferrals, Foreign Currency Valuation, Vendor and Customer Reconciliation, Bank Reconciliation, Tax Reporting, Review Controlling Reports Open and Close Month in SAP etc.

SAP FICO SKILLS:

- **Enterprise Structure** - Configuration of Chart of Accounts, Company Code, Business Areas, Segments, Profit Centers, Fiscal Year Variants, Posting Period Variants, Field Status, DocumentTypes, Posting Keys, Tolerance Groups etc.
- **General Ledger Accounting** - GL Master Data Setup, Cost Elements, Cost Centers, Park & Post GL Documents, Document Reversal, Financial Statement Versions, GL Balances & Line Reports & Periodic Processing, Parallel Ledgers & Document Splitting.
- **Accounts Payables** - Vendor/ Business Partner Master Data Setup, Account Groups & Number Ranges, Posting Vendor Invoices, Booking Payments, Down Payments using Special GL Indicators, Credit Memos, Automatic Payment Program, Partial & Residual Payments, and Integration with Procure to pay cycle.
- **Accounts Receivables** - Customer/ Business Partner Master Data Setup, Account Groups & Number Ranges, Posting Customer Invoices, Booking Payments, Down Payments using Special GL Indicators, Credit Memos, Dunning, Partial & Residual Payments, and Integration with Order to Cash cycle.
- **Asset Accounting** - Setting up Asset Master Data, Chart of Depreciation, Depreciation Areas, Integrated Asset Acquisition, Depreciations, and Retirement with/ without Revenue, Asset Yearend closing, AUC settlements etc.
- **Controlling** - Setting up Cost Centre/ Profit Centre Master Data, Cost Centre Planning, Postings to Cost centers, Reporting, Basic understanding of Product Costing & COPA.

Work Experience:

Organization: CPF INDIA PVT LTD.

Designation: Assistant Department Manager (SAP FICO-DOMAIN USER)

Duration: 15 Year's 5 Months (1st November 2008 to Till Date)

Job Description:

- Handling and independently close Month end with in timeline period.
- Preparation of variance analysis reports during month close and reporting to management.
- Review and Reconcile General Ledger (GL) Accounts, Ensuring that Debits and Credit Match and Verify open Item and clear any outstanding items or reconciling items.
- Generate Financial Statements like the balance sheet, Income Statement, Cash flow statement using SAP report programs and validate the accuracy of figures and investigate any significant variations.
- Adjust accrual accounts to recognize expenses that belong to the current period but are not get recorded and also adjust deferral accounts to defer recognitions of revenues or expenses to future periods.
- Reconcile Vendor and Customer accounts by Matching open Items and clear any open items and investing resolve discrepancies. Review all long pending payment and follow up to clear that payment with Vendor and customer.
- Analyses controlling reports, including variance analysis for cost significant and profit centers And Investigate any significant discrepancies and take corrective actions.
- Match Bank statements entries with SAP records And Identify and resolve discrepancies, such as outstanding checks or deposits.
- Coordinate with the internal Tax team for prepare the tax related reports, such as GST returns and declarations and also ensure that tax code and rates are up to date and applied correctly in transactions.
- Ensure all Parked documents are reviewed and posted and Address any issues with parked documents and ensure proper authorization for posting.
- Review Audit logs to track changes made during the closing process and Ensure that any alterations to financial date are appropriately documented and authorized.
- Take-Care of Export payment Related – Commercial Invoice, Packing List, Bill of Lading Or Surrender BL, Certificate of Analysis, Certificate of Origin, Insurance Copy.
- Responsible for reviewing all internal auditor queries and driving them to solution.
- Responsible for managing the entire environment of Accounts Payables (AP) Invoice Posting, PO/ Non-PO invoices and services etc.
- Book Vendor invoice, Credit-Debit Note, Advance and clear his advance according the Payment Process.
- Checking Weekly and Monthly GR/IR Report and clearing accordingly.
- Process Employee expense claims and check that they are in accordance with policy & correctly approved then made payment to Employee.
- Analyses all invoices and expense reports in order to accurately credit expenses to correct accounts and correct cost center.
- Cross checked the daily cash collection deposited in Bank as per SAP balances & clearing entry posting in SAP.
- Cross checked Sales, Sales Return & collections posting in SAP on Daily basis.
- Resolution of Vendor, Customer Queries, Debit, Credit Note and handling Emails and query.
- Train to New staff provide training, allocating and reviewing all daily work assignments and Resolved personnel issues.

- Ensure team members are properly trained.
- Identify errors and take necessary corrective actions.

Organization: Venky's India ltd.

Designation: Assistant Auditor

Duration: 1 Year 5 Month (18th may 2007 to 31st October 2008)

Job Description:

- Taking Audit of Maintenance Store.
- Taking Audit of Dray Store.
- Taking Audit of HR Department.
- Taking Branches Audit Report.
- All Audit Report Prepared and send to Senior Officer.

Achievements:

- **Now In This organization Successfully SSC-P2P Process implications and go live on From November-2022 onward.**
- In This organization had a key role towards the setup of **Smart Software to SAP ECC-6**
- In This organization had a key role towards the setup of **Unix Software to Smart Software.**
- Credit Customer Recovery completed within specific timeline.
- Implement new process for Sale & Collections of Credit Customer. Now no any outstanding amount pending from Credit Customer (except Credit Period.)
- Many new Reports & Dashboards implement at store level for reduce work time & accuracy in Reporting.

----- General and Computer Skills -----

General Skills

Relationship Bundling
Time Management
Client Communication
Vendor Management
Analytic and Problem-Solving
Management Adaptability
Decision making
Task Ordering

Computer Skills

SAP S/4HANA & ECC-6.00,
Smart Software
UNIX Software
Online Expanses (OE)
Smart Expanses (SE)
MS office: MS Word
MS Excel, MS Power Point
Tally 7.2(Ver.) MH-CIT.

Additional Qualifications:

COURSE	BOARD / INSTITUTE	YEAR	GRADE
SAP S/4HANA FICO-2021	SAP	March- 2023	
SAP S/4 HANA FICO	GAURAV LEARNING SOLUTUINS	2022	
Accounting & Taxation	L & D Edutech	2022	
SAP (FICO)	GLOBAL ENTERPRISE INFOTECH SOLUTIONS	2011 / 2012	A
TALLY 7.2	K.R. COMPUTER EDUCATION ACADEMY	MAY-07 TO JULY-07	A
MS-CIT	MAHARASHTRA KNOWLEDGE CORPORATION LIMITED	APRIL-2006	PASS

Educational Qualifications:

SR NO	EXAM	NAME OF UNIVERCITY / BORD	YEAR OF PASSING	CLASS
1	M.COM	PUNE UNIVERCITY	APR 2012/13	PASS CLASS
2	B.COM	PUNE UNIVERCITY	APR 2007/08	PASS CLASS
3	H.S.C.	PUNE BOARD	FEB 2004/05	2ND
4	S.S.C.	PUNE BOARD	MAR 2001/02	1ST

Personal Information:

- **Day of Birth** : - 28th Feb 1986.
- **Language Known** : - English, Marathi, and Hindi.
- **Notice Period** : - **30 Days**
- **Current Working Location** : - **Bangalore**
- **Location preference** : - **Pune**

I hereby declare that the above-mentioned information is true and correct to best of my knowledge.

Date:

Signature

Place: Bangalore

(Manoj.M.Shinde)