

Suresh Swami
B.Com

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8+ years' experience in Accounts Payable (P2P)

Professional Objective:

A competent professional with 8+ years of experience Finance & Accounts. Exploring possibilities with an organization which utilizes my potential and skills and provide me opportunity to take up higher responsibilities and a chance to grow and develop my career in Accounting Field.

Work Experiences:

Organization : **Johnson Controls Inc, Pune.**

Designation : Assistant Manager

Duration : July 2020 – Till date

Key Deliverables:

- ❖ Handling team, training to new resources. Conduct team huddle on daily basis to motivate and share knowledge with team.
- ❖ Performing bank reconciliation activity.
- ❖ Co-ordinating with internal teams to fix the issue found while doing reconciliation.
- ❖ Performing supplier reconciliation activity.
- ❖ Co-ordinating with supplier in order to fix the issue found while doing reconciliation.
- ❖ Working on Debit Balance with Supplier. Business calls regarding pending invoices in buyer's/requestor's queue.
- ❖ Maintaining Process Documentation & update same on regular basis (SOP).
- ❖ Efficiently resolving / responding all type of vendors and business unit queries through generic email box within assigned TAT.
- ❖ Research and resolving Invoice related problems and providing solutions to vendor and business unit.

- ❖ Core responsible for resolving issues related to – Rejected / Void payments and getting these payments reissued on high priority. Conducting RCA and recommending Action Plan for the invoices missing the due date or unpaid Invoices.
- ❖ Responsible to release - supplier / Amount / Quality hold and ensure timely release of the payments to suppliers.
- ❖ Maintain a high level of Accuracy & Efficiency while responding to the vendor queries.
- ❖ Responsible to internally connect with the internal teams to update the Vendor records. Wherever necessary in the system and ensure the vendor details are up to date.

Organization : **WNS Global Service PVT LTD.**

Designation : Senior Associate

Duration : November 2018 to June 2020

Key Deliverables:

- ❖ Established efficient workflow processes, monitored daily productivity, and implemented modifications to improve overall effectiveness of personnel and activities.
- ❖ Trained to new resources. Conduct team huddle on daily basis to motivate and share knowledge with team.
- ❖ Created payment proposal, cleared guarantee and deposit of supplier.
- ❖ Handled inbound and outbound call.
- ❖ Processed vendors invoices for payment with use Oracle Software.
- ❖ Processed urgent payment request and make electronic payment transfer e. g. Wire, Manual Checks and ACH etc.
- ❖ Handled Service Desk queries from supplier and Business Units.
- ❖ Reconciled Goods receipts with Invoice receipts and vendor statements.

Organization : **Wirpo LTD.**

Designation : Account Officer

Duration : August 2017 to August 2018

Key Deliverables:

- ❖ Verified invoices in system which ever we get from our scanning team.
- ❖ Processed FI invoices which are related to services.
- ❖ Processed MM invoices which are related to material and goods.
- ❖ Completed daily target of processing invoices in SAP.
- ❖ Prepared various types of weekly reports for supplier's payment & and sent to the business.
- ❖ Processed supplier invoices for payment with use of SAP.
- ❖ Assemble invoices to be completed for payment.
- ❖ Review invoices and requisitions for satisfactory payment approval.

Organization : **S. Gandhi & Co.**

Designation : Jr. Account Assistant

Duration : Nov 2015 to May 2017

Key Deliverables:

- ❖ Processed Invoices in SAP and tally.
- ❖ Review sales and purchase accounting.
- ❖ Managed day to day accounting and records.
- ❖ Bank Reconciliation.
- ❖ Handled daily banking transaction RTGS, NEFT.

Technical skills:

- ❖ SAP
- ❖ Oracle 11 and Oracle 12
- ❖ Lawson
- ❖ ASC and Ruskin

❖ MS Office

❖ Tally ERP

Other Landmarks:

- ❖ Rewarded received Best Team Player Award in College for Cricket.
- ❖ Received individual Extra Miler Award in WNS Global Services.
- ❖ Received Employee of the month in Johnson Controls.

Educational Qualification:

Course	Institute	Board / University	Passing Year	Class
B. Com	Srimati Sudhatai Mandke Collage	Pune University	2015	First Class
HSC	Y.M. Collage	Bharti University	2012	First Class
SSC	Shri Sant Shivganga Devi Vidyalaya	Maharashtra Board	2010	First Class

Personal Information:

Date of Birth : 3rd March 1995

Gender : Male

Permanent Address : Flat No. D-117, Shravandhara Co. Op. Society, Kothrud, Pune - 38

TQ: Haveli

Dist: Pune

Marital Status : Single

Nationality : Indian

Languages Known : English, Marathi, Hindi, and Kannada (Mother tongue)

I hereby, declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Suresh Swami

Place: