

# Resume

## Krishna Deepak Kholkar

Lonkar Nagar, Manjri Road,  
Keshavnagar, Mundhwa, Pune – 411036

**Email:** krishna.kholkar@gmail.com

**Mob:** 9049379470

### Career Objective:

To get associated with a progressive organization that gives me challenges and opportunities to enhance my knowledge and to be part of a team that works towards growth of organization and gains satisfaction.

### Summary of Skills:

- Ability to perform tasks efficiently and effectively with minimum supervision
- Ability to supervise & manage the team and perform multi-tasking
- Good in Microsoft Excel and handling Outlook

### Certified Courses:

- Business Accounting and Taxation
- Tally ERP 9.0
- MIS Reporting
- English Typing 30 & 40 wpm
- Marathi Typing 30 wpm

### Academic Overview: English Medium

S.No.	Institution	University/ Board	Examination	Year of Passing
1	Pune University	Pune University	M. Com	2016
2	Pune University	Pune University	B. Com	2014
3	Ness Wadia College of Commerce	Maharashtra Board	H.S.C	2011
4	St. Oscar Convent High School	Maharashtra Board	S.S.C	2008

### Work Experience:

#### ❖ WNS Global Services Pvt Ltd.

- Working as Lead Associate (Process - AVIVA) from 07<sup>th</sup> July, 2021 – till date.

#### Job Description:

- Team lead of AP team
- Validating motor claim invoices and processing the payment to policyholders/customers against the same
- Working on remittance report for the paid invoices and sharing with suppliers
- Preparing the report for unpaid invoices and asking the validation from backend team
- Working on debt invoices reports received from suppliers
- Working on rejected invoices and sending to the suppliers for further resolution
- Taking care of generic mailbox and resolving queries, making payments, handling escalation received on it
- Working for other accounts i.e. RAC, CPL and SOLUS
- Working and uploading bulk RAC and SOLUS invoices in form of excel data in Oracle
- Preparing Recon against this file upload and sharing the data with suppliers for paid & unpaid invoices
- Working on invoice hold report generated from Oracle and sharing with the CPL team
- Releasing and cancelling the invoices/ credit notes as per revert received from CPL team on submitted report
- Making quality validation for work done by team
- Allocating daily tasks/work to team members
- Attending the calls arranged with suppliers/ other internal management for discussion on query part, updates related to payment process, any other requirements, etc.
- Knowledge of P2P process too

❖ **Mahindra Rural Housing Finance Ltd.**

- Working as Regional Accounts Executive 18<sup>th</sup> Jun, 2018 to 4<sup>th</sup> Jul, 2021.

**Job Description:**

- Managing team and handling escalations
- Accounting cash, cheque and online transactions
- Processing payments of customers (loan disbursements payments)
- Preparing Bank reconciliation of Company Bank account and CMS account
- Making follow-up with collection department for debt recovery from customers
- Processing all types of Employee claim reimbursement
- Taking care of Vendor Management System
- MIS reporting to management in given TAT
- Attending meetings with management team
- Auditing the inventory on month end and submitting report to management

❖ **Shree Balaji Roadlines**

- Working as Senior Executive from 7<sup>th</sup> Dec, 2016 to 15<sup>th</sup> Jun, 2018.

**Job Description:**

- Working for a Accounts Receivable department
- Checking and forwarding the Invoice to clients
- Receiving the payment from the vendors and other party by cash, online and cheques
- Bank Reconciliation and party ledger reconciliation
- Making journal entries in Tally
- Preparing the Sales Report in Excel as per the daily, weekly and monthly basis
- Working on Debt report and taking follow-up for payments from client's

**Personal Details:**

Name	:	Krishna Kholkar
Gender	:	Male
Marital Status	:	Married
Date of Birth	:	23 <sup>rd</sup> Sep, 1992
Language Known	:	English, Marathi and Hindi
Hobbies	:	Playing cricket and listening songs

**About Myself:**

A result oriented team player capable of working in target-oriented environment. I enjoy keeping sense of humor, working in team, as it is a great source to share ideas and knowledge to achieve excellence.

**Declaration:**

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

**Date:**

**Place: Pune**

**Krishna Deepak Kholkar**