

**Mr. Sagar K. Satpute.**  
**71, Ghorpadi Bazaar,**  
**Behind Police Chowky,**  
**Pune - 411001.**  
**Contact No - 9823786581**  
**E-mail ID: [sagar381@gmail.com](mailto:sagar381@gmail.com)**

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### **CAREER OBJECTIVE: -**

Secure a responsible position in account management, sharing my 13 years of experience and advanced accounting abilities to effect employer growth and success. To build upon existing corporate finance skills in both transaction execution and analytics, leading to increased responsibilities.

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### **STRENGTH**

- Confident and strong willpower
- Sincerely dedicated for work
- Ready to learn new things
- Good communication skill.
- Enjoying my work.

### **ACADEMIC PROFILE: -**

#### **Completed Master In Commerce in 2006**

- Completed master's in commerce from "Ness Wadia College Of Commerce" in 2006
- Completed Bachelor of commerce from "Pune University" in 2004
- Completed HSC from Maharashtra Board in 2001
- Completed SSC from Maharashtra Board in 1999
- Completed Diploma in Taxation & Auditing in 2016

- ❖ Working with **Thornton Tomasetti** Pune as **Accounts Executive** from Jan' 2024 to present.
  - Generate and send out invoices to customers accurately and timely. Verify invoice accuracy and ensure adherence to billing policies and procedures. Maintain billing records and documentation for audit purposes. Follow up on outstanding invoices and overdue accounts receivable. Contact customers to resolve billing issues, disputes, or discrepancies.
  - Generating E Invoicing for India billings
  - Play a pivotal role in the Advisors revenue acceptance process by reviewing and approving availability of funds for advisors' services.
  - Laise with the AR Cash applications team to ensure payments are received and applied in a timely manner.
  - Implements and maintains systems, procedures, and policies, relating to accounts receivable functions to ensure adherence to company guidelines.
  - Collect past due and soon to be due receivables on accounts/portfolios assigned by calls & emails.
  - Preparation of dashboards for weekly/ monthly reporting to Management
  - Ensuring the payment to Business Associates (Vendor) for domestic/Import Purchases/Services
  - General Ledger & Corporate Vendor Billing (Real Estate)

- ❖ Worked with **UBS Business Solution India Pvt Ltd** Implanted by **Jones Lange Lasalle Property India Pvt Ltd** Pune as **Accounts Executive** from Oct'2019 to Dec'2023.

**Job Profile:**

- Invoice Payments & Billing
- Approve Purchase Orders in JDE
- Work with FSC to manage Vendor Payments
- Work with JBS team on client invoicing.
- Work with Regional Finance Lead to maintain all necessary guidelines and manuals associated with the accounts payable / receivable process
- Accountable for the timely coordination of the Jones Lang LaSalle invoice processing and monitoring the accounts receivable ensuring management of Jones Lang LaSalle cashflow
- Communication with vendor and internal stakeholders to ensure smooth and timely booking and payment of invoices.
- Preparation of open GRIR/ PO reports, analyze reasons and taking corrective actions.
- Run daily payment batch and upload on bank portal to clear the payments Including associate reimbursement.
- Monthly provision- Ensure that all provisions are provided and pass the entries to the correct account as per GAAP.
- GST reconciliation 3B vs 2A, Follow-ups with the vendor for GSTR – 2A correction to get 100% ITC.
- Preparing Monthly GST report & segregate the copy of the invoice to get the
- Review invoice 3-way matching as per PO, PRF, and inward invoice & adhere to all supporting.
- Providing supporting documentation & answers for audits
- Analyzing the monthly, Yearly expense data for FP&N Team forecasting and budgeting.
- Monthly reclass GL entries & Accruals
- Processed all A1 payments and provide all support to the bank to clear Import payments.
- Preparing on credit & debit note

- ❖ Worked with **Lavazza Fresh & Honest Café Ltd.** Pune as **Sr. Account Executive** from Aug'17 to Oct'2019

**Job Profile:**

- Working on SAP FICO
- Handling Treasury
- Invoice processing PO & GRN based.(MIRO)
- Employees claim booking in SAP
- Maintaining payable & receivable In
- Debtors & vendor reconciliations
- Customer billing & journal posting
- Ledger Scrutiny
- Manage of monthly close activities.
- Handling audit & related query
- Customer monthly billing
- Knowledge about the GSTR1 & GSTR2
- Resolving client billing regarding query
- Preparing monthly billing & collection report.
- Vendor Management
- Handling Admin / Salary Payroll/Purchase management.
- Preparing Profit & Loss Statement with Budgeting.

- ❖ Worked with **Uniglobe Air Travel Bureau Ltd.** Pune as **Account Executive** from Feb 2016 to Jul'17

**Job Profile:**

- Working on SAP.
- Handling Vendor Payment
- Working on also Yatra Accounting Software.
- Handling billing on daily basis.
- Handling corporate inter branch billing statement.
- Co-ordinate with credit control team
- Bank reconciliation.
- Preparing daily basis outstanding statement
- Preparing Monthly corporate credit card reconciliation
- Handling cash billing & preparing voucher.

- ❖ Working with **Make My Trip (India) Pvt Ltd.** Pune as **Account & Finance Executive** from March 2014 to Feb 2016.

**Job Profile:**

- Preparing MIS Report.
- Working on ERP Citrix (Dynamic NAV) accounting software.
- Preparing cash voucher & billings.
- Handling daily basis cash.
- Daily to day basis cheques & cash banking.
- Preparing Bank Reconciliation Statement.
- Preparing Sale & Purchase Statement.
- Preparing profitability statement
- Preparing Service Tax Calculation statement.
- Inter branch Reconciliation.
- Handled all functions of Accounts Receivable & Payable, including debtors / creditors reconciliation.

- ❖ Working with **Country Club (India) Ltd** Pune as **Account & Admin Executive** from August 2007 to Feb 2014.

**Job Profile:**

- Maintaining Members Register.
- Working On Focus (ERP Software)/ SAP
- Maintaining All Record Related To Marketing Dept.
- Prepare Entries to Accounts, such as General Ledger Accounts.
- Creating Cash Vouchers, Billings.
- Handling the Cash.
- Preparing MIS Report.
- Coordinated Audit Team Activities.
- Vendor Management.
- Asset Management.
- Handling Admin Work & coordinating with Event Dept.
- Handling Storekeeping Dept.
- Incentive Calculation of the Mktg. Employee.
- Have The Basic Knowledge of The VAT, TDS, Provident Fund, and Profession Tax and Maintaining All Reports Related to Personnel Department.

### **TECHNICAL SKILLS:**

- **5-year experience in SAP**
- **7 years' experience on Tally. 9**
- **8 Experience on Ms-Excel (Advance Excel, Vlook-up, Pivot Table, Formulas)**
- **5 years' experience on Focus ERP (Accounting Software)**
- **1 year experience on Citrix (Dynamic NAV (Accounting Software))**
  
- MS-Office
- MS-Excel
- MS-Power Point
- MS- Word
- MS- Access
- MS- Dos
- Page Maker
- Corel Draw

### **OTHER SKILLS**

Good written & oral communication skills, Developed leadership qualities, like to be team player. Learn every new thing as soon as possible and work on that.

### **HOBBIES**

Traveling, Reading, Music, Making Friends, and Playing Football.

### **PERSONAL DETAILS**

|                               |                           |
|-------------------------------|---------------------------|
| <b>Name: -</b>                | SAGAR KISHOR SATPUTE.     |
| <b>Date of Birth: -</b>       | 11 <sup>th</sup> MAY 1984 |
| <b>Sex: -</b>                 | MALE                      |
| <b>Martial status: -</b>      | SINGLE                    |
| <b>Language known: -</b>      | ENGLISH, MARATHI & HINDI. |
| <b>Permanent Residence: -</b> | PUNE                      |

**Disclaimer:** - I affirm / confirm that whatever has been stated above true and best to my knowledge & information.

**SAGAR K. SATPUTE.**

**PUNE**