

Sagar Vasant Pawar

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Current address - Flat No.201, 2nd floor, Swami Samarth Apartment, Sahakar Nagar, Pimple Gurav, Pune-411061

OBJECTIVE

Detail-oriented and organized Accounts Payable Specialist with 6 plus years of experience in processing invoices, reconciling accounts, and managing vendor relationships. Seeking to leverage strong analytical skills and proficiency in accounting software to contribute to the success of the organization.

EDUCATIONAL QUALIFICATIONS

- **MBA in Finance for 62.97%** from K.K.Wagh College in the **year 2016**.
- **BBA in Finance for 56%** from K.T.H.M College in the **year 2014**.
- **HSC for 61%** from Pune University in the **year 2011**.
- **SSC for 62%** from Maharashtra State Board in the **year 2009**.

WORK EXPERIENCE

- **Xenage Solution Pvt. Ltd. Company as a Senior Accounts Executive at Pune**
(Mar 2023 to till date)

Key Responsibilities: (Account Payable)

- Handling the day-to-day receipt of invoices, reviewing them for accuracy and completeness, and processing in a timely manner.
- Experienced in successfully migrating accounts payable processes to one location to other location.
- Team supervising in a day-to-day operation as well as dispute resolution.
- Processed high volumes of invoices accurately and efficiently, ensuring timely payments to vendors.
- Verified invoice accuracy and resolved discrepancies with vendors and internal stakeholders.
- Reconciled accounts payable transactions and maintained accurate records in accounting software.
- Managed vendor relationships, including communication regarding payment inquiries and discrepancies.
- Assisted with month-end close activities, including accruals and reconciliations.
- Experienced in managing accounts receivable and invoices to customers effectively.

- **Datamatics Global Services Limited Company as an Executive for Account Payable at Nashik**
(Oct 2018 to Feb 2023)

Key Responsibilities: (Account Payable, P2P)

- Handling complete account payable projects with end-to-end solution like Invoice processing in IPAY (Oracle), miscellaneous activities.
- Processing both PO and Non-PO invoices.
- Handling day-to-day activities like work allocation, analysis of production and audit as well.
- Taking scheduled calls with customers, internal meetings, and team training activities.
- Prepare monthly Dashboard that includes details of received invoices data analysis, production, TAT achieved & error analysis.
- Preparing MIS report

- Maintain good customer relationships with clients and external parties through emails and conference calls.
- Resolve queries & process issues reported by the client.
- Having good knowledge of excel handling multiple MIS reports with using VLook-up and Pivot etc.

- **State Street Syntel Services Pvt. Ltd (Pune) as an Accounts officer.**
- **(Aug 2016 to Aug 2017)**

Key Responsibilities: (Data reconciliation, Payment posting)

- Working on international projects.
- Perform Data Reconciliation with system data and sub data before pay date.
- Reconciliation Prior to pay date, on paydate and after paydate.
- Research and resolve payment discrepancies.
- Reconcile the client payment data with custodian data.
- Taking care of payment will be paid within time and as per payment terms.
- Processing payment posting.
- Communicate with customers via email.

COMPUTER PROFICIENCY

- Tally ERP 9
- MS-Office

PERSONAL INFORMATION

Name : Sagar Vasant Pawar
 Permanent Address : Flat No.18 Geetganga Hou Soc, Saptashrungi Nagar, Jailroad, Nashik road,
 Nashik-422101
 Date of Birth : 25 Nov 1993
 Gender : Male
 Nationality : Indian
 Marital Status : Married
 Languages Known : English, Marathi & Hindi
 Mobile No. : (+91)9822673424

Date:

Place:

Sagar Vasant Pawar