

## Curriculum Vitae

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**Mrs. Shradha Joshi**

**MBS Finance (SAP FICO ECC6.0, Tally ERP9)**

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### **Objective:**

- Looking forward to be associated with an organization where my skills and talents can be fully utilized and recognized concentration simultaneously on the growth of both the organization and personal front in SAP Development and Support

### **Professional Summary:**

- Around 8+years of experience in accounting industry.
- Good exposure on SAP FICO on ECC 6.0. SAP exposure – GL/ AP/ AR/ Tax/ Asset/
- procure to pay cycle (PTP) , Order to Cash cycle (OTC),
- Field status variant, posting period variant etc.
- Expertise into financial analysis and reports, account reconciliation, maintain general ledger, tax returns, assisting audits and other accounting activities.
- Identify and resolve audit findings, account discrepancies and non-compliance issues.
- Development of new or amended accounting systems, programs, and procedures
- Support to Auditors for month-end and year-end close process.
- Highly competent in FICO module of SAP.

### **Experience Chronology:**

#### **Fulcrum Digital-Pune**

**Role : Senior Associate( Finance Department ) ( SAP) ( Nov 2023 to Mar 2024)**

- Supplier Invoice verification and Booking in system , Invoice Processing , review
- Researching and resolving any invoice discrepancies or other issue
- Posting transactions to journal , ledger, and any other records
- Monthly report and closing assistance
- Credit Card Transaction verification & Entries
- Employee Reimbursement checking and verification & posting in systems
- Sub-contractor Invoice verification & Entries
- Preparation Supplier Aging report
- Payroll Accounts and schedules
- Accruals and reversal accruals posting in systems in month end activity
- Making Actual Vs accruals
- Preparation Cash flow Updating, General ledger.
- Preparation Monthly P & L Variance , assistance of MIS Report

**Dr. DY Patil Bschool-Pune ( ~5 yrs)**

**Role : Senior Accountant (May 2018 TO Nov 23)**

- Perform General accounting, Prepare trial balance and create financial statement.
- Making a Foreign Payment with Form 15CA
- Preparation of Balance sheet end of year
- Calculation Fixed Assets Depreciation end of the year
- Preparation Annual Budget, MIS Report
- Working on TDS Monthly/Quarterly payments, Payments and Return of professional Tax, PF/ESI, Salary and Form 16 & 16A.
- Preparing of salary of Teaching and Non-teaching staff
- Co-Ordination with Vendors and Customers for Amendments in GST as and when required, reverting to their queries.
- Responsible for maintaining & finalization books of accounts of the company/ College
- Maintaining Student fees records in systems , fees reconciliation end of year
- Maintain and balance subsidiary accounts by verifying, allocating, posting, Bank reconciling transactions; resolving discrepancies.
- Co-Ordination with Bankers, Internal Teams for Identifying and resolving Accounting Issues. Working on Issuing payments, follow up for Payments, Monthly closing and account Analysis etc.
- Preparing financial documents such as accounts payable and receivable
- Maintaining and reconciling balance sheet and general ledger accounts. Assisting with annual audit. Finalization of Books of Accounts and Submit Data to Chartered Accountant as per their requirement for Statutory Audit etc.
- Support to Auditors for month-end and year-end close process with Co-ordination for Internal Audits.
- Supervising Entire accounting Team. Plan, assign and review team's work.
- Provide input into department's goal & process.

**Phinix Automation, MIDC Ambad, Nashik ( 3 yrs)**

**Role: Accounts Executive (April 2011 to May 2014)**

- Proper maintenance of business records. Handled complete accounting cycle, including opening, posting entries and closing of accounts.
- Responding queries & complaint received from internal & external client related to Payment.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of invoices & payment made to supplier and other parties including work force.
- Preparing invoices, refund and agency commission checks. Follow up for amount receivable from Supplier. Ensure proper issuance of Debit & Credit Note against respective invoices.
- Perform daily/ weekly entries with validation. Maintaining the official files. Prepare monthly reports.
- Maintain petty cash book, preparing day to day cash & bank transactions.
- Bank book statement, Reconciliation of Bank NEFT and RTGS
- Preparing of salary in (Payroll) and Over Time sheet of labor

- Basic knowledge of launching Insurance
- Maintaining Stock Statement and send to the Bank
- Prepare Purchase and Sales Entries in Tally ERP 9 , ERP Software
- Resolve accounting conflicts

**Qualification:**

- MBS(Finance) - Pune University – 2012
- PGDBM ( Finance) Pune University 2011
- M.Com - Pune University - 2011
- B.Com. - Pune University - 2009
- H.S.C. - Pune board - 2006
- S.S.C. - Pune board - 2004

**Technical Skills:**

- SAP FICO hands on experience
- Advance Excel.
- Tally 9.0 /Prime, MS- Office. ( word, Excle)
- Typing Speed: English - 30 w.p.m

**Personal Information:**

**Name** : Shradha Rajan Joshi  
**Current Address** : Bhumkar Chowk, Wakad, Pune – 411233  
**E-mail/Contact:** : [shradha.joshi2112@gmail.com](mailto:shradha.joshi2112@gmail.com) /+91-9922781370, 8600148576  
**Date of Birth** : 21<sup>st</sup> Dec 1988  
**Languages (Verbal/Written)** : English, Hindi and Marathi

**Qualities:**

Progressive personality capable of developing Rapport and support from colleagues and clients. Excellent communication skills, Hardworking, Positive attitude.

**Declaration:**

I hereby certify that the information provided above is correct to the best of my knowledge and belief.