

# RESUME

## SUYOG KALE

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### OBJECTIVE

To grow with the Organization with a focus on Operational Management, Team Leadership, and Process Improvements.

### CAREER SUMMARY

- An enterprising, hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers possesses rich experience of **12 years in IT Industry, 4 years in SCM Industry.**
- Expertise in Accounts Payable.
- Sound knowledge of Accounts Receivable process.

### KEY SKILLS

Experience of working in Shared Service Team for Accounts Payable & Accounts Receivable.  R2R Process: Independently handled End to End Process.  P2P Process: Independently handled End to End Process.  MIS, Cash Management, Support in Audit, Month Close Activities.	Managing accounting activity for Various Group Entities for APAC Region.  Experience of accounting in Multiple Industries; IT, Logistics.  Managing accounting activity for : UK & Ireland Entities, DACH Region, APAC Region.  Experience in Team Leadership
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## **WORK EXPERIENCE**

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### **1. Expleo India Infosystems Pvt Ltd. – January 2017 to till date (Associate Manager – Finance)**

Shifted to & working in R2R Process from October 2019 to till date.

Associate Manager - January 2023

Senior Consultant – January-2021 To December-2022.

- Team Leader
- Invoice preparation & distribution for UK & Ireland.
- PO / Burn Report / SOW tracking.
- Accounting of all AR related transactions.
- WIP working & tracking.
- Co-ordinating with PMO Admin Team & Project Managers.
- Overdue payment follow-ups, cash application & advance intimations to client for due payments.
- Customer Account Reconciliation.
- AR balance confirmations.
- Debtors Aging Report.
- Replies to Client queries / requests.
- Preparation of accruals, support in Cash Monitoring & Management.

Worked in AP process from January 2017 to September 2019 (Consultant – Finance).

- Team Leader
- Independently handled Ireland entity end to end.
- Introduce & Streamline AP process.
- Processing of Purchase Orders, Invoice booking and Payments to vendor on due date.
- Cash Monitoring & Management.
- Smoothened & streamline the Credit Card process. Minimize the backlog & keeping the record up to date.
- Monthly GL Reconciliation.
- Month close and support in Audit.
- Start AP process for Nederland, Switzerland, Germany.

### **2. Redknee India Technologies Pvt. Ltd. – 5 Years, March 2011 to March 2016 (Assistant Manager – Finance)**

- Independently handled end to end AP process for multiple entities like Canada, Singapore, Japan, Australia, USA.
- Preparation and monitoring P2P Transactions. Which includes processing of Purchase Orders, Invoice processing and Payments to vendor.
- Experience of Team Leadership.
- Internal MIS and support in Cash Monitoring & Management, support to VP Finance.
- Prepare journal entries and booking of Monthly Payroll.
- Month close and support in Audit.

### **3. Creasakthi SCM Ltd – 4 Years, January 2007 to March 2011 (Accounts Assistant)**

- Updates and reviews monthly account reconciliations.
- Meets with period close deadlines.
- Handling queries pertaining to accounts at Branch Level.
- Preparation of Daily as well as Monthly reports & MIS

### **I.T. ENVIRONMENT**

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Knowledge of SAP, Change Point, Microsoft Dynamics Great Plain, Sales force, MS Office

### **EDUCATIONAL QUALIFICATION:**

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Degree	Institute	Year of Passing	Class
B.A.	Mumbai Hindi Vidyapith	2011	1 <sup>st</sup> Class
S.S.C.	AranyeshwarMadhyamikVidyalaya	1993	2 <sup>nd</sup> Class
H.S.C.	N.M.V. Junior College	1995	2 <sup>nd</sup> Class

### **PERSONAL QUALITIES**

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- Passion for initiating and facilitating continuous improvement.
- Have excellent leadership and managerial skills.
- Have Integrity, initiative and focus.

### **RECOGNITION & AWARDS**

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Company recognized my performance by giving spot awards for couple of quarters for handling large volume and achieving the deadline for quarter close, annual close and audit.

### **PERSONAL INFORMATION**

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Address : Pune, Maharashtra, India.  
Gender : Male  
Languages Known : Marathi, Hindi, English.