

# SNEHA VILAS SONDKAR

## AP Accountant

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As a seasoned accounting professional with a firm grasp of financial principles and a deep-rooted passion for the IT industry, I am keen to contribute to a dynamic organization as an AP Accountant. My ambition is to employ my analytical acumen and precision in financial management to streamline accounts payable processes and enhance fiscal accuracy. I am motivated by the challenge of integrating accounting with technology to drive efficiency and foster innovation. With a history of delivering significant cost savings and process optimizations, I am eager to align my career trajectory with a role that allows me to further hone my skills while actively contributing to the financial health and strategic growth of the company.

## PROFESSIONAL SUMMARY

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- Expert in managing full cycle accounts payable, ensuring timely payments and maintaining accurate financial records.
- Proficient in SAP FICO and Tally, with a solid track record of leveraging financial software to enhance productivity.
- Achieved a 23% reduction in payment errors through meticulous organization of digital and paper files.
- Successfully negotiated with vendors to realize a 17% cost saving for the company through prudent financial strategies.
- Skilled in GST return preparation, bank reconciliations, and month-end/year-end financial closings.
- Led an accounts team in IT Executive role, streamlining SD, MM, and PS integration in SAP for enhanced financial operations.
- Developed effective strategies for intercompany accounting, ensuring accurate and compliant financial reporting.

## SKILLS

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**Soft Skills:** Communication, Teamwork, Leadership, Problem-solving

## WORK EXPERIENCE

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### Accounts In-charge (Indian Operation)

Sept 2023 - Present

#### Merint Group

##### Workdone:

- Approved and paid invoices before deadlines, corresponding with vendors within 1 business day about issues or discrepancies.
- Monitored all payments and expenditures, including payroll, purchase orders, invoices, account statements, decreasing errors by 23% through organized digital and paper files.
- Processed payments on time, and sought discounts, promotional sales, and loyalty prices to save the company 17%.
- Maintained petty cash, fielded calls, and negotiated with vendors regarding services and available discounts while communicating with 6 supervisors.
- Provided timely and detailed communication to 5 internal and external stakeholders by preparing reports and documentation using Microsoft Word.
- TDS monthly working & assisting auditor for filling quarterly return.
- GSTR1 & GSTR3B data checking & giving to auditor for filling return.
- Vendor reconciliation as and when required.
- Customer balance confirmation statement quarterly (Customer Reconciliation).
- Bank reconciliation checking with bank statement as and when required.

### Accounts Manager

Sept 2023 - Feb 24

#### Blue Energy Motors

##### Workdone:

- Performed day-to-day financial transactions, including verifying, classifying, computing, posting, and recording intercompany accounts payable and receivable data and reconciled monthly totals to confirm proper accounting.
- Prepare GST return data for GSTR1 & GSTR3B monthly.
- Reconciliation done for GSTR2A.
- Bank Reconciliation.
- Import Accounting (Custom Duty, BOE, Freight & custom duty Loading to inventory accounting).
- Intercompany Accounting (All Subsidiary Company Transaction).
- Debtors & Creditors Handling (Reconciliation & Ageing Reports).
- Asset accounting through procurement process also AUC asset working through internal order.
- Quarterly Depreciation run.
- E-Way Bill Generate.
- TDS working, payment & assisting to CA for filling return.
- Assisting to internal auditor.
- Monthly Provision.
- Assisted with month-end and year-end closings to support accounting system accuracy.

**IT Executive (SAP FICO)**  
**Aquapharm Chemicals Pvt. Ltd**

Feb 2023 - August 23

**Workdone:**

- Work in-house support for FICO tickets.
- Resolved day to day issues of users which they face while doing production.
- Work on integration part of SD, MM & PS.
- Support for Hana Migration.
- Work on master data management.
- Work on Exchange rate & new currency updation.
- User manual creation as per business process.

**Trainee Consultant**  
**Yash Technologies Pvt. Ltd.**

June 2022 - January 2023

**Workdone:**

- Involved in company General Settings configuration: Define countries, country Specific checks, Region codes, currencies, exchange rate types, etc.
- Involved in document type configuration.
- Implemented End to end Electronic Bank Statement (EBS) Configuration.
- House Bank Accounts and Bank keys.
- Customer Direct Debit configuration and set up.
- APP and payment terms.
- Customer account search strings set up for GL account open item clearing.
- Exchange rates.
- Making User manual.

**Team Member Accounts & Finance.**  
**TML Business Service Ltd. (Tata Motors Share Service)**

August 2017 - June 2022

**Workdone:**

- GSTR2A reconciliation for all states.
- Assisting to GSTR3B preparation.
- Reviewed and analyzed posted transactions in SAP accounting general ledgers.
- Reviewed monthly every department's Operating Expenses and make corrections on erroneous findings.
- Prepared and furnish all department heads a monthly Departmental Expense Report.
- Generated monthly reports for senior leadership to use in Executive Committee Meeting.
- Assisted the immediate supervisor in yearly corporate planning and budgeting.
- Aided senior leadership the use of planner profile in yearly corporate planning and budgeting.
- Worked closely with delinquent counterparty to collect and reconcile accounts through approved channels or systems.
- Prepared and maintained assigned accounts monthly and quarterly reconciliation schedules.
- Kept accounts receivable and payable tracking database current with relevant client information, collection and billing progress and program changes.
- Collaborate, worked with cash application team and credit manager on timely and accurate posting of remittances.
- Verified accuracy of information on Purchase Orders to invoice, identified variances and researched issues to correct problems and maintain financial compliance.
- Assisted with month-end and year-end closings to support accounting system accuracy.

**Branch Accountant**  
**Orchid International School**

April 2017 - August 2017

**Workdone:**

- Student Fees updation.
- Work on Bank reconciliation.
- Daily MIS.

**EDUCATION**

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- **MCom in Finance**  
2011 - 2014

Pune University

- **B.Com**  
2006 - 2008

SP Collage

**ACHIEVEMENTS**

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- Spearheaded a vendor negotiation strategy that led to a 17% reduction in company expenditures, significantly impacting the bottom line.

- Implemented a new accounts payable system, improving payment accuracy by 23% and enhancing vendor relations.

Accounting Assistant