

# Harshal B. Prathamshetty

B.Com, MBA Finance

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## Objective

To be in a Challenging position where I can use my skills & techniques and give Best to the organisation. I am seeking a challenging position with the organisation that is rapidly growing and offers a good career growth.

## Outlook:

I consider myself as an optimistic, enthusiastic and self-motivated person with an enabling technique. I like to take responsibilities and carry out them sincerely and honestly.

## Work Experience

- **Organization: Syngenta Services Pvt.Ltd. Pune.**

**Designation:** Sr. Finance Analyst I2P

**Duration:** April 2019 to August 2023

### Current Job Profile:

- Responsible for timely processing, auditing, and reporting of expense reports in CONCUR for payment.
- Auditing and reviewing expense reports and invoices for compliance as per BOP and policies.
- This includes validating the accurate submission of expense reports, required receipts and other policy requirements.
- Processing expense reports in CONCUR a timely manner in order to meet published weekly payment deadlines.
- Resolving any issues that arise regarding compliance to the policy, routing questionable expenses and detecting and researching questionable charges.
- Maintaining and filing paid expense reports.
- Ensuring compliance with SOX controls.
- Assisting in invoice processing improvements.
- Assisting with special projects for AP as assigned.

## **Employee Accounts Payables (Global)**

### **A) Employee Expenses Payable (Global) :**

- Receive online duly filled Expense reports from the employees at global in concur.
- Check if all the necessary expense receipts are attached as per the details filled in.
- Check the eligibility as per policies and BOP.
- Processing of Employee claims in SAP.
- Solve the queries of the employees.

### **B) Daily activities**

1. Allocation of audits within team
2. Achieve targeted productivity despite having work from home during covid 19.
3. Processing and audit of Self scanning claims in concur
4. Timely review of resubmitted and pending claims
5. Remove payment block on payment dates
6. Timely response to the employees queries through emails.
7. Email allocation and actions within TAT

### **C) Monthly activities**

1. ECK5 clearing documents in SAP F-44
2. Check if any expense claims stuck in SAP SM35 and resolve the errors and post the stuck claim
3. Maintain the Schedule for month end activities and co ordinate with the respective stake holders for successful month end close.
4. Linking of claims from concur to SAP.
5. Reconcile the expense claims approve in concur and posted in SAP on weekly basis.
6. Post facto audits of high value claims on monthly basis.
7. Frequently update of DTP and BOP region specific.
8. Monthly clearing of open documents in SAP F-44
9. Manual booking of Ex-Employee reimbursement in SAP F-43
10. Preparation of monthly accrual reports
11. Preparation of WIP reports

12. Online trainings assessments throughout the year
13. Work from office for 5 days during covid 19.

### **Projects and Achievements**

1. Automation of mass approval of non audit expense claims \_ Achieved OPEX LEVEL 1 certification which saved more than 1500 hrs. Per year and cost of 1 full time employee has been saved each year since last 2 years.
2. Automation of duplicate expense submitted by employees in concur which saved more than 20000 USD per year.

- **Organization: BMC Software India Pvt.Ltd. Pune.**

**Designation: Accounts Payable Analyst**

**Duration: Feb 2016 to March 2019**

**Current Job Profile:**

- Responsible for timely processing, auditing, and reporting of expense reports for payment.
- Auditing and reviewing expense reports and invoices for compliance.
- This includes validating the accurate submission of expense reports, general ledger account coding (In Oracle), required receipts and other policy requirements.
- Processing expense reports in CONCUR a timely manner in order to meet published weekly payment deadlines.
- Resolving any issues that arise regarding compliance to the policy, routing questionable expenses and detecting and researching questionable charges.
- Maintaining and filing paid expense reports.
- Ensuring compliance with SOX controls.
- Assisting in invoice processing improvements.
- Assisting with special projects for AP as assigned.

## **Employee Accounts Payables (Global)**

### **D) Employee Expenses Payable (Global) :**

- Receive online duly filled Expense reports from the employees at global.
- Check if all the necessary expense receipts are attached as per the details filled in.
- Calculate the eligible expenses for the trip as per the allowance structure.
- Processing of Employee claims in SAP.
- Solve the queries of the employees.

### **B) Foreign Travel Settlement:**

#### **a) Forex Advance Disbursement:**

- Receive Email request for advance issue from the employees travelling abroad.
- Check if all the necessary documents are provided as per the policy.
- Calculate the eligible advance for the trip as per the No. of days and options.
- Confirm the Advance amount to the employees.
- Prepare necessary authorised letters for forex advance issue.
- Co-ordinate with forex vendors for advance disbursements.

#### **b) Forex Advance settlement :**

- Receive duly filled expense reports from the employees travelled abroad.
- Check if all the necessary expense receipts are attached as per the details filled in.
- Calculate the eligible expenses for the trip as per the allowance structure.
- Confirm the Recovery/Payable amount to the employees.
- Pass necessary Journal Entries in oracle.
- Give monthly salary/ERA inputs for Recovery/Reimbursement amount within the given deadline.
- Co-Ordinate with vendors for Recovery amount if any.
- Clear off the advances issued to employees from the system.

- **Organization: Larsen & Toubro Ltd. Shared Services Ltd, Pune.**

**Designation: Accounts Executive**

**Duration: March 2012 to January 2016**

**Job Profile:** Accounts Payable activities of L&T finance ltd. Capital Market ltd.

## **1) Accounts Payable Activities (Domestic & Foreign) :**

### **A) Vendor Payments Invoice Processing (Domestic Vendor Accounts Payable Activities):**

- Receive duly filled Cheque Payment Request form from the initiators from various locations.
- Check if all the necessary invoices are attached as per the details filled in and authorisation.
- Calculate the TDS, SERVICE TAX, etc and related taxes and creation of tax liability for the payment of invoice.
- Park the documents in SAP.
- Pass necessary Journal Entries in SAP for Recovery/Payable Amt.
- Make payment run batches ( cheque/NEFT ) on daily basis
- Liase with banks for necessary funding and payment of invoices.
- Payment of advances and Clear off the advances issued to vendors from the system
- (SAP)
- Detection of fraud and audit related activities on monthly basis.
- Training to new employees and preparation of monthly reports for management and centre accounts.

### **B) Employee Accounts Payables:**

#### **a) Domestic Accounts payable Expense reimbursement**

- Receive online duly filled Domestic Travel Settlement form from the employees travelled.
- Check if all the necessary expense receipts are attached as per the details filled in.
- Calculate the eligible expenses for the trip as per the allowance structure.
- Processing of Employee claims.
- Solve the queries of the employees.
- Preparing Monthly MIS Reports.
- Training to new employees & preparation of PPT for monthly review meetings.

#### **b) Foreign Accounts Payables Expense reimbursement**

- Receive duly filled Foreign Travel Settlement form from the employees travelled abroad.
- Check if all the necessary expense receipts are attached as per the details filled in.
- Calculate the eligible expenses for the trip as per the allowance structure.
- Confirm the Recovery/Payable amount to the employees.

- Pass necessary Journal Entries in SAP for Recovery/Payable Amt. (F-02 )
- Give monthly salary/ERA inputs for Recovery/Reimbursement amount within the given deadline.
- Liase with banks/internal teams for Recovery amount if any.
- Clear off the advances issued to employees from the system (SAP) (F-44)
- Solve the queries of the employees.

#### **Month End Activities**

- Following up with Vendor & employee for outstanding statement as on month end.
- MIS

#### **Reporting Activities:**

Preparation of Presentations and MIS reports for Monthly Review Meetings (MRM).  
Internal Auditing.

## **2) Analysis & Assurance (Auditing) Activities:**

- Guiding and Handling day to day audit related activities.
- DATA DOWNLOAD, DATA CONSOLIDATION and SAMPLING, ALLOCATION OF WORK.
- Conducting Audit and vouching activities on daily basis.
- DAILY ANALYSIS ( Fraud cases identification and special scrutiny )
- Preparation of daily, Weekly and Monthly MIS Reports for senior management.
- Preparation of Power Point Presentations for monthly review meetings for senior management.

## **Audit Projects:**

- Involved in Cab Hire Charges Audit conducted at Larsen & Toubro InfoTech Limited at Airoli, Mumbai.

### **Education**

- **MBA (Finance & System).** ( 2008-2010 )  
Shivaji University, Kolhapur.  
**72.88% first class with Distinction**
- **B.com.** ( 2004-2007 )  
Shivaji University, Kolhapur.  
**53.61% Second Class**

- **HSC (Commerce) ( 2002-2004 )**  
N.D.Patil Night College of Arts & Commerce, Sangli.  
Maharashtra State Board of Secondary & Higher Secondary Education.  
**73.83% First Class with Distinction (First ranker in HSC board Kolhapur in Night college Merit List)**
- **SSC ( 2001- 2002 )**  
Sangli High School, Sangli.  
Maharashtra State Board of Secondary & Higher Secondary Education. Kolhapur.  
**55.06% Second Class**

### Achievements & Recognitions

- **First ranker in HSC Board, Night college merit list 2004, Kolhapur.**
- **Saphire award for excellent lead for concur automation project implementation**
- **Achieved OPEX LEVEL 1 CERTIFICATION for automation project at Syngenta.**
- **Determined execution award for high volumn of concur audits**
- **Baged many appreciation emails from stake holders for customer satisfaction and quick query resolving .**

### Computer Skills

- Working knowledge of SAP R3 (FICO module).
- Working knowledge of Oracle R 12
- MS office, MS-CIT.

### Personal Skills

- High commitment and dedication towards work.
- Eager to contribute to the growth of an organization with enthusiasm.
- Take Initiative to learn new things.
- Good team player.

### Languages Known

- Good Communication Skill.
- Marathi, English, Hindi.

### Hobbies & Interest

- Listening to music.
- Browsing over internet.
- Watching movies and TV.

- Playing Chess
- Reading Newspapers
- Gardening

### Personal Details

- Full Name : Harshal Baburao Prathamshetty
- DOB : September 09, 1986
- Gender : Male
- Marital Status : married

### Declaration

I hereby declare that the information given above is true and to the best of my knowledge.

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**Name : Harshal Prathamshetty**

**Place : Pune**

**Date :**