

Pooja Gite

Contact: +91 9921457992 **Email:** Poojashahane25@gmail.com | **Location:** Nashik, Maharashtra

Career Objective

Results-driven finance professional with over 2.8 years of experience in Accounts Payable and Payroll functions. Proficient in processing vendor payments, verifying US contractor invoices, and maintaining accurate financial records in QuickBooks, including bank statements, credit card entries, employee reimbursements, and prepaid expenses. Experienced in payroll management, including employee attendance tracking, payroll processing, and ensuring timely and accurate salary disbursements. Skilled in streamlining payment workflows, improving financial accuracy, and supporting overall business efficiency through precise record-keeping and compliance with financial regulations.

Technical Proficiency

- L2 certified in GreytHR Payroll Processing Tool
- Zoho HR CRM, Quick Books- Udemy Training
- Microsoft Office Suite: Ms Word, Ms Excel.

Experience

Fin Associate: Koantek Information Systems India Pvt Ltd

(feb'24- Till Date)

Payroll Management:

- Analyze payroll data from the HR team, identify discrepancies, and ensure accurate salary payments through the GreytHR portal.
- Address employee and management inquiries regarding payroll, deductions, and related issues, providing clear explanations and solutions in Zoho System.
- Collaborate with HR to integrate payroll with employee felxi benefits, enhancing employee Tax saving policies, Insurance benefits and improving employee satisfaction
- Support statutory compliance by processing PF, PT, and TDS challans, ensuring timely and accurate submissions.

Accounts Payable:

- Process and verify over 100+ invoices monthly, ensuring accurate data entry and timely payments in QuickBooks.
- Validate the reimbursement data against the bills submitted by employees and maintain the records for payments.
- Conduct daily reviews of bank and credit card entries, passing entries with supporting documents while ensuring data accuracy.
- Respond to vendor inquiries, maintain professional relationships, and ensure smooth payment processing.

Operations Executive: Vikas Ganga Co-operative society

(Jan'20- feb'22)

- The organization works on Govt tenders related to audits of Forest plantation & Irrigation work.
- Worked on payouts for field auditors working on government tenders related to forest plantation and irrigation projects.
- Drafted, maintained, and uploaded audit reports on government portals, ensuring accuracy and compliance with regulatory requirements.
- Ensured all relevant details were accurately filled in audit reports, minimizing errors and facilitating smooth submission processes.

Education Summary

Course	Institute	Percentage	Year of Passing
B Pharma	Government College of Pharmacy	60%	2017
HSC	S.B.E.S College of Science	67%	2013
SSC	Shri Sharda Mandir Kanya Prashala	93%	2011

Personal Profile

Name : Gite Pooja Vijaykumar
Date of Birth : 21/06/1995
Languages Known : English, Marathi and Hindi.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.