

# SIDDHARTH MOHITE

## FINANCE ASSISTANT



### CONTACT

+91 8888304095

Yerwada, Pune - 411006

siddharthmohite345@gmail.com

### SKILLS

- Finance Accounting
- Invoicing and Payment
- Accounts Receivable
- Data Management
- Reporting & Reconciliation
- Microsoft Office
- Advance Excel
- Typing (English 30 wpm)

### CERTIFICATION

- Financial Modeling and Valuation
- Useful Formulas in MS Excel

### INTEREST

- Volunteering in Social Activities
- Gymming Power-Lifting
- Cycling



### PROFILE

Finance enthusiast, seeking to secure a position in a recognized organization, where I can use my skills, knowledge, and communication abilities in the business of the company adding value to the organization for earning goodwill and profits.



### WORK EXPERIENCE & INTERSHIP

#### UPS Logistics

2022 - PRESENT

##### AR Billing and Collection Specialist

- Responsible for producing complex invoice to clients, diligent handling of invoice and payment processing, meticulous reconciliation of accounts, and the preparation of comprehensive reports, for the purpose of management review and analysis.
- Intimate the shipper on payment of the due invoices.
- Reviewing customers contracts and accordingly make necessary adjustments and prepare key reports for management analysis.
- Managing incentive contract for individual customers and implement to improve more accurate billing
- Managing large projects shippers' invoices like Amazon, Walmart, Home Depot, Macys, J. Crew, etc. and generate invoice as per the contract which possessed on the account.
- Sending statement of accounts to customer based on the requirement.
- Managing calls with sales team on pricing issues and customer disputes
- Coordinates with self-audit and SOX audit teams to explain controls and data providing.
- Assisting on the invoice billing issue on Rebate, incentives and other financial concern for the shippers.

#### CA Firm (N.P. Patil and Associates)

Oct - Dec 2021

##### Finance Trainee

- Registration of firm under GST Act, 2017
- Documentation and maintain the database
- Organize and follow up with the potential clients



### EDUCATION

#### Master of Business Administration

2020 - 2022

AISSMS Institute of Management, Pune

Finance - 82%

#### Bachelor of Commerce

2016 - 2019

Symbiosis College of Arts and Commerce, Pune

B.com - 60%