

- Over 4 years of experience as a Process Specialist in Accounts Payable, financial reconciliation and RTR.
- Expertise in handling invoicing, reconciliation, month-end closing, and financial reporting processes.
- Proficient in SAP, Excel, Word, PowerPoint, and various accounting software.



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## PROFESSIONAL EXPERIENCE

### SOFT SKILLS

- ✓ Conceptual and analytical skills
- ✓ Sincere
- ✓ Multitasking
- ✓ Teamwork
- ✓ Commitment and hard work, along with a positive attitude

### COMPUTER PROFICIENCY

- ✓ Excel
- ✓ Word
- ✓ Power point
- ✓ SAP
- ✓ Application software

### LANGUAGES

English 

Hindi 

Marathi 

#### INFOSYS (Apr 2022-till date)

##### Responsibilities: AP & RTR

- Invoices scanning and uploading in SAP.
- Processing all type PO, Non-PO and SRM related invoices with accuracy in SAP.
- Sending Remittance advice after every payment cycle to the vendors for their payments.
- Email handling from suppliers and stores.
- Creating the credit notes to franchise stores monthly.
- Issue Credit memos, requires posting to the proper GL.
- Correction of incorrectly booked Invoices or Credit Notes
- Issuing Invoices to special suppliers monthly and follow up for payment.
- Reversing of incorrect credit issued to stores and writing off.
- Preparing and sharing the Team Monthly report with Headquarters to showcase the standing of the team as on particular month.
- Preparation of Reconciliation of Intracompany Accounts Bank Accounts, AP & AR accounts
- Prepare Invoice to Invoice Reconciliation and Preparation of Accrual Journal
- Open line Items analysis of Inter-company Accounts and follow up to resolve- discrepancies to reduce Accrual
- Perform A Form and National Bank filling report.
- Upload SAP data into HFM
- Payroll Journal Processing
- Preparing all month end reconciliations and journal entries
- Prepare Balance Sheet Reconciliation of Fixed Assets of all regions- on monthly basis

#### Addnode India PVT LTD. (TECHNIA)

##### Finance Associate Process: "Accounts Payable" (July 2021 - Feb 2022)

##### Responsibilities:

- Verified supplier invoices for compliance, allocated them for approval, and ensured timely processing. Identified costs for capitalization and booked them according to fixed asset guidelines. Followed up on approvals to meet bank file deadlines and ensured month-end closure by booking all invoices and identifying accrued expenses. Responded promptly to internal and external queries.

#### State Street Syntel Designation:

- **Associate Process: "Fund Accounting"(July 2019 - June 2021)**

**Responsibilities:** Handling of proofing and reconciliation between General ledger

#### Education:

- Completed MBA Finance in 2023 from Bharati Vidyapeeth (Deemed to be University) Certified Professional Accountant (CPA) in 2021
- Bachelors of Commerce in 2019
- H.S.C. (Maharashtra State Board) in 2016
- S.S.C. (Maharashtra State Board) in 2014