

SHIVANI S. MOGARE

Senior Accountant | MBA

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Accomplished financial professional with 5 years 1 month of expertise in month-end closure procedures, general ledger management, reconciliation and financial reporting. adept with programs like Infor-M3, Tagetik, SAP, and Microsoft Excel. hopes to move into leadership positions by utilising experience and operational effectiveness to propel ongoing development and take on new responsibilities.

WORK EXPERIENCE

Wipro Ltd.

Senior Officer (RTR) | January 2022 – November 2024

I was assigned to Wipro Ltd. as a Senior Officer during my employment. By doing this, I was able to make the contribution listed below:

- Responsible for the month-close activities which includes operational tasks such as journal processing, balance sheet reconciliation and reporting requirements as required in accordance with the Service Level Agreements (SLA). Other relevant tasks include FX revaluation and other month-end tasks.
- Preparation and posting of Journals.
- Created a schedule for accruals and prepayment.
- Weekly, Monthly and Quarterly closing activities and reporting. This will include preparation of financial statements, schedule and income summary.
- All balance sheet reconciliation accounts were reconciled, and backup files prepared for the month-end close.
- Responsible for general ledger Month-End close tasks for multiple entities and review general ledger activity, enter and update journal entries.
- Prepared monthly SAF and Management report.

Magarpatta Township Development and Construction Company Ltd.

Financial Executive (RTR) | July 2019 – October 2021

As a Finance Executive of Magarpatta Township Development and Construction Com. Ltd., I made the contributions listed below during my employment.

- Reported financial data & Updated financial Record in ledger & Journals and assist in the preparation of monthly management reporting.
- Preparation and posting of reclassification JV.
- Preparation of standard entries (Accrual & Prepaid).
- Preparation of Internal controls standards.
- Preparing Balance sheet account reconciliation.
- Open item management clearing (OIM)
- Execution of tasks like Opening and closing period, FX revaluation for AP/AR/Bank, Final validations, Month end clearing entries, etc.

CA Mahore and Co.

Intern | June 2018 – August 2018

- Prepare GSTR1 and GSTR3B report.
- Help to complete registration and documentation of the clients.
- Reconciling bank statement with Tally ERP9

EDUCATION

2019 | SKN Sinhgad School of Business Management, Pune

Master of Business Administration (MBA) - Accounting & Finance

During my postgraduate studies, I discovered how to make decisions that need active listening and efficient planning in the short and long term.

2017 | Sant Gadge Baba Amravati university

Bachelors of Science (BSC)

In addition to teaching me both short-term and long-term decision-making, my degree program taught me some crucial principles that I carried with me into my post-graduation life:

1. Often, the best choices are made at the last minute.
2. The greatest motivator for finishing tasks is the pressure of approaching deadlines.

APPLICATION SKILLS

Microsoft Excel: Advance Excel
Microsoft word : Intermediate

Infor M3 : Intermediate
SAP :Basic

Tagetik : Expert

KEY INTERESTS

- Dancing
- Trekking.

Declaration:

I certify that the information provided above is accurate to the best of my knowledge and belief.

Place: - Pune

Signature
(Shivani Mogare)