

FINANCE PROFILE

I'm an experienced in finance & Insurance domain seeking a full-time position in the field of corporate finance domain. My work usually focuses on finance, banking & Insurance, also having working experience on SAP.- HANA.

DATE OF BIRTH

13 FEBRUARY 1995

ACHIEVEMENTS

- Promoted under "Fast track promotion"
- Titan of the month (2017)
- Converse Award (2018)
- Entrepreneurship - Syntel value award (2019)
- SPOT Award (2021)

CONTACT DETAILS

Mobile 1: +91-7822862094

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Email: vibhasamant11@gmail.com

Address: Ashok Nagar, Kharadi, Pune.

REFERENCES

Nikhil Devnani

Atos Pvt. Ltd. Manager

Available on request

Mohan Durgawale

Senior Executive

Bajaj Allianz General Insurance co. ltd.

Available on request

VIBHA SATISH SAMANT

SPECIALIST-FINANCE

WORK EXPERIENCE

EXECUTIVE – OPERATIONS

Bajaj Allianz General Insurance co. Ltd. | July 2022 – May 2023

- Managing monthly Payroll - expense, LTA & MIS reporting.
- Provide EMI payment report to the business team and management people on monthly basis.
- Calculate dividends and create payment methods.
- Monitoring Endorsement, Policy issuance, premium calculation, and account statement.
- Ensure timely communication & response to enquiry from customer/agent/business team.
- Track insurance claims to ensure client and company satisfaction.
- Dealing with employee queries filing and other ad hoc duties.
- Prepare and present detailed reports on the progress of initiatives to management.
- Complete administrative tasks including maintaining records and handling policy renewals.
- Recommend risk management strategies that fit clients' personal risk profiles.
- Manage all invoices and prepare monthly and weekly reports for same.
- Enforcement of Expenses best practice across the company, ensuring process & compliance.
- Work within a team environment utilizing problem solving skills to respond and handle escalated supervisor calls.
- Having good knowledge of TDS & Taxation.

ASSOCIATE SPECIALIST - FINANCE

Atos - Syntel Pvt. Ltd. | 2019 - 2022 | AP-AR-SAP-GL

- Working experience on SAP for travel & expense manager, Travel Reports - Central Finance, Doc. Archiving - Invoice Mgt - All doc & Sales Contract Administrator.
- Check all submitted expenses adhere to the company expenses policy and dispensation.
- Verify all expense claims are within the HR policy.
- Ensure supporting VAT/GST documentation and receipts are submitted with the claim.
- Monthly MIS Reporting
- Executing pay-cycle of general expense weekly.
- Assist in reconciliation & balance sheet of all bank statements.
- Working experience on AP, AR & GL processes.
- Processing LTA & Payroll claims of employees after checking necessary policy & execute pay cycle for payment.
- Experience on processing full and final settlement for employees who left the company.
- Processing Loan, salary advance & recovery.
- Solving ticket query related to expenses (GSD/PISA)
- Handling team & organizing process related training for new joiners.
- Handling experience of monthly Financial closing activity.

PROFESSIONAL SKILLS

- Finance
- Banking
- Audit
- Payroll Management
- SAP - HANA
- Account Payable - Receivable
- Balance Sheet
- Reconciliation
- MIS

PERSONAL SKILLS

- Communication
- Reliable and Professional
- Ability to work under pressure
- Time Management
- Team Leader
- Fast Learner
- Self Motivated
- Good at Analytical and Logical skills

EXTRA ACTIVITIES

Play outdoor sports like

- Badminton
- Kabbadi

Trekking and Hiking

Participation in social activities like blood donation camps.

MARITAL STATUS

Married

Atos - Syntel Pvt. Ltd. | 2016 - 2019 | Bluedoor System

- Processing the New business deposit deal, subscriptions, redemptions and transfer responding to all clients and associates,
- Taking delivery of client/investor's instructions, proper checking and identification of client's supporting documents and updating the same in the system
- Ensuring proper money laundering check for all the clients before getting into any financial transactions
- Fees processing wherever applicable to deal to pass the receipt for the incoming fund and to match the deal
- Ensuring settlement of client/agent/executor payment into the system and sending details to accordingly to client/agent as per instruction received and workflow to avoid any data protection breach
- Working as QCR and doing quality check of all workflow
- Maintaining and updating client data base regularly, responding and resolving the queries as per the request received from client and internal departments in timely, accurate and professionally manner
- Processing all volumes within strict deadlines with high level of accuracy

BANK EXECUTIVE

Lokmanya Multipurpose Bank. | 2015- 2016

- Record keeping for all inward and outward transaction, Balance sheet preparation, MIS reporting
- Working experienced on Life & General Insurance policy.
- Advise customers on bank services for their needs (e.g. loans and credit cards)
- Manage customer bank accounts; open, close and oversee transactions
- Resolve issues with banking services and accounts
- Refer clients to inhouse financial experts, as needed
- Reach out to potential customers to generate new business
- Present financial products and services to existing and prospective customers
- Perform administrative duties (e.g. entering data into banking software)

EDUCATION HISTORY

- Graduation in Commerce from Mumbai University in 2015
- HSC from Kokan Board in 2012
- SSC from Kolhapur University in 2010