

**Jayashri Sable**

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Certification ID: 0024184385

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Profile

- ☐ Certified SAP Associate FI Consultant/S4 Hana
- ☐ Exposed Financial services professional with 8 years of hand on experience in Finance
- ☐ Exposed to various sector like SME, Insurance, Trade document handling, SEZ

Trained Technical Skills:

- ☐ I am passionate about the Finance and Accounting Industry, but more specifically I am looking for a job that will challenge me to incorporate my knowledge of SAP FI and management skills to create something valuable.
- ☐ My strengths lie in SAP ECC 6.0 EHP 7 and MS office which form my base to be able to Unadapt to any technology required for a job.

EXPERIENCE**Moon SEZ India - JUN 2015- NOV 2019 (4.5 years)****SEZ Process Manager at PUNE**

Worked closely in following Engagements:

- ☐ Preparation of Bill of entry on SEZ portal
- ☐ Preparation of shipping bills, ARE-1 export documents
- ☐ Adhere to SEZ procedure handling shipment till warehousing & client co-ordination

United Technologies Pvt.ltd.-NOV 2012 -JUN 2015 (2.7years)**Product Documentation Manager at Chinchwad Pune**

Worked closely in following Engagements

- ☐ Preparation of Work order, Invoice, Purchase orders ,vendor registration doc.& tenders
- ☐ Preparation of quality documents & inspection reports on L& T portal
- ☐ Preparation of Dispatch documents adhere to dispatch policy
- ☐ Client Co-ordination for Third party exports

Planedge Consultant Pvt.Ltd. SEPT 2010-NOV 2012 (2.2years)**Assistant Manager Finance at Pune**

Worked closely in following Engagement

- ☐ Preparation of various financial reports
- ☐ Managing financial accounts & monitoring general accounting , cash memos
- ☐ Generating client Invoices as per proposal/work orders

HDFC Bank Ltd. MAR 2007 -MAY 2008 (1.2 years)**Credit Co-ordinator (SME Loan) Pune**

Worked closely in following Engagements:

- ☐ Preparation of SME proposal, checking financial documents as per checklist.
- ☐ Assessment of credit documents ticket size 1CR
- ☐ RAM rating analysis on Bank portal
- ☐ Preparation of disbursement documents along with dedupe & RBI checks

SAP Training & Certification Details**SAP Focus Areas:**

- ☐ FI-GL: Configuring and Customizing of Enterprise structure, Financial accounting global setting, General Ledger Accounting.
- ☐ Accounts Payable: Configuring and Customizing customer A/c group, vendor master data, Automatic Payment Program, house bank customization and check management.
- ☐ Accounts Receivable: Configuring and Customizing customer A/C group, Customer master data, Configuring Dunning areas and dunning procedure.
- ☐ Assets Accounting: Configuring and Customizing of Assets, Maintaining of Asset master data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation Run.
- ☐ Knowledge on new GL Account
- ☐

Modules Covered:

- ☐ C_TFIN50_67
- ☐ C_TFIN52_67

Academic Credentials:

| Sr.no | Course | Institution Name/University | Percentage | Duration |
|-------|--------------------------------------------------------|------------------------------------------------------------------|------------|----------------|
| 1 | SAP ECC Application Associate Procurement with SAP ECC | Delphi Computech Pvt Ltd SAP Authorized Training Center, Pune | 86% | Feb-April-2022 |
| 2 | Post-Graduation Diploma In Foreign Trade | IBMR Chinchwad Pune | 72% | 2012 |
| 3 | Master of Business Administration (MBA Exe Finance) | Symbiosis Institute of Business Management ,Pune | 76% | 2008-2009 |
| 4 | B-Tech HMCT | Tirpude College of HMCT | 72% | 2002 |
| 5 | HSC | MS Board of Secondary and Higher Secondary Education | 67% | 1998-1999 |
| 6 | SSC | Secondary and Higher Secondary Education | 77% | 1996-1997 |

Technical Skills/Certification

- ❑ ERP Package: SAP R/3 - ECC6.0
- ❑ MS Office, Power point

PERSONAL INFORMATION

Date of Birth : 12th September 1982
Marital Status : Married
Language : English, Marathi, Hindi, French
Local Address : FL No-1106, Fwing K-Ville, Mukai chk Adarsh Nagar Ravet-Kiwale qqyyiPune- 412101

Date:

Place: Pune, Maharashtra