

Swapna Ashish Sule

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ABOUT ME

Industrious, versatile, and dedicated Accountant, PMO, and MIS Professional with 7+ years' extensive experience in Project Management, Accounting, Administration, Report Preparation, and Vendor Management with a strong record of generating a wide operational economy during the career span.

- Strategic ability in setting up Management Information System from scratch, coordination with all involved agencies for Data Gathering and Report Preparation. Strong ability in analyzing reports/data and making informed business decisions.
- Actively involved in various projects targeting cost reduction with expertise in managing Management Information System (MIS) and Automation; expert in project tracking, evaluating project needs, defining project-specific processes and prediction models
- Hands-on experience in streamlining process flows, improving efficiencies & achieving SLA quality & delivery by timelines; implementing process improvement strategies. Skilled in PowerPoint Presentations to Provide Insights for improved decision-making.
- Deft in needs assessment, business process understanding, requirement mapping, functional documentation, procedure development, training, business process re-engineering, and final project execution and documentation.
- Diverse experience in Preparation of General Ledger, Trial Balance, Expenses Analysis, Bank Reconciliation. Sound knowledge in compliance matters relating to Indirect & Direct Taxation as well as Statutory Compliances.
- Successful track record in the implementation of Accounts Payable, Account Receivable, Inventory Management, Direct, Indirect Expense Management, and Goods and Services Tax. An assertive manager with strong aptitude in developing and leading highly effective work teams; possesses outstanding motivational abilities to facilitate the attainment of strategic goals and bottom-line objectives.
- Well-versed with taxation procedures & other statutory requirements pertaining to Banking, Services, GST, Company Returns, and Professional Tax. Technically proficient with Tally ERP 9, Computer Fundamentals, MS Office, Windows, and Internet Applications.

CAREER PROGRESSION

Sep 2022 – till date **TUV SUD South Asia Pvt Ltd** as Sr. Project Administrator

Oct 2021 – Aug 2022: **Atlas Copco Ltd** as HR and Admin Executive

Jan 2021 - Aug 2021: **Hureo UX Research Company** as Administration & Accountant

Apr 2019 - Dec 2020: **Tej Travels** as Finance & Admin Executive

Aug 2012 - Jun 2014: **Oracle Financial Services Software Ltd** as PMO

Aug 2011 - Jul 2012: **Oracle Financial Services Software Ltd** as Finance Assistance

Dec 2010 - Jul 2011: **Garve Technologies Pvt Ltd** as Senior Accountant

Feb 2008 - Jan 2009: **LIC Mutual Fund** as Executive Assistant

Dec 2005 - Aug 2006: **The Kalyan Janata Sahakari Bank Ltd** as Clerk

Nov 2003 - Dec 2005: **Uday & Narendra Civil Engineers** as Bookkeeping & Accountant

ROLES & RESPONSIBILITIES

As Accountant

- Handling all types of daily routine work like maintaining cash books, invoicing, ledger, purchases, sales ledgers, bank reconciliation, invoicing and vouchers, etc.
- Recording daily financial transactions in accounting software and produce error-free accounting reports. Preparing and finalizing financial statements and summarize financial status.

HIGHLIGHTS –

SKILL SET –

Accounts Payable/Receivable
Inventory Management
Debtors/Creditors Management
Strategic Planning
Vendor Management
Operations Management
Operational Efficiency
C Level Communication
Project Management
Process Optimization
Resource Management
Data Management / Analysis
Data Gathering / Tracking
Business Insight / Intelligence
Decision Making / MIS Report
Cost Control/Budgeting
PowerPoint Presentation
Financial Leakages

EDUCATION

- **Bachelor of Commerce (B.Com)**, Mumbai University, Mumbai, 2004
- **Master of Commerce (M.Com)**, Mumbai University, Mumbai, 2006.
- **Master in Business Administration** (MBA-Finance), ICAI University, 2010

TRAININGS/ CERTIFICATIONS

- Passed Advance Diploma in Business Administration from ICAI University in the year 2008;
- Passed AMFI- Mutual Fund (Advisors) Module in Jan-2021, ARN- 56175;
- Passed Diploma in Business Administration from ICAI University in the year 2007;
- Passed MSCIT in the year 2006;
- Passed Diploma in Financial Management from Welinkar's University in the year 2005.

IT Skills: MS Office, Quickbooks, Tally ERP Version (Financial Accounting Package).

- Analyzing business operations, trends, and obligations, to project future revenues and expenses, or to provide advice.
- Handling entire spectrum of matters pertaining to accounting transactions, preparation of bank reconciliation, and maintenance/formulation of monthly accounts, statements & reports.
- Conceptualizing and implementing accounting policies/ principles and tracking systems for various functional areas while ensuring compliance with accounting standards & procedures.
- Looking after proper upkeep of statutory documents while ensuring adherence to specified rules and regulations.
- Verifying, allocating, posting, and reconciling AP & AR. Coordinating with auditors and facilitating proper audits.
- Monitoring of monthly accounts closing, provisions, GL, correct errors, and validating Monthly Salary Sheet. Avoiding outstanding expenses and managing petty cash.
- Participating in a vendor meeting with administration. Team & making vendor payments after proper approval and validation.
- Ensured the maintenance of day to day accounts, bank reconciliation, Reconciliation of debtors and creditors,
- Tasked with accurately maintaining the creditor's and debtor's ledger and reporting creditor's and debtor's balances. Effectively handled the Stock accounting and stock valuation.

As Administrator & PMO

- Managing complete administration operations while handling vendors, telephone calls - answering as well as routing the calls, and supervising various facilities including transport, housekeeping, pantry, cafeteria services, security supervision, medical facility, and mailroom operations
- Ensuring that the payments of the vendors are being taken care of appropriately and in a timely manner
- Instrumental in data handling, monitoring, and updating of data as per the prescribed timeline
- Provided Administration, Infrastructure, Facilities management support to ensure hassle-free office operations.
- Adhering to company policy and procedures and ensure the same is followed by the housekeeping and food court staff.
- Managed the premises set up, moves, and seating assignments, maintain asset inventory by liaising with the IT staff, manage administrative activities - building access entry pass, gate pass for all outgoing items, and attending, and participating in stakeholder meetings.
- Assessed requirements of office inputs – stationery, office equipment- furnishings and arranging procurement thereof on most competitive terms. Documenting and following up on important actions and decisions from meetings.
- Systematically handling transport and parking space management, agreements, attendance /leave management, etc.
- Responsible for timely payment of utility and other miscellaneous bills to concerned office/authority.
- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Preparing necessary presentation materials for meetings. Ensuring project deadlines are met. Determining project changes.
- Providing administrative support as needed. Undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Coordinate and facilitate project meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Responsible for greeting visitors and deciding if they should be able to meet with executives.
- Actively involved in the calendar management of the executives and schedule meetings.
- Assisting in recruitment, including screening candidates for hiring and scheduling meetings Onboarding for new employees.
- Execution of the end-to-end HR Operations strategy for employees including payroll.

As MIS Professional

- Actively involved in gathering data from various departments and preparing reports to be used by higher management for gaining insights and decision making.
- Responsible for collating data to facilitate its interpretation. Checking and cleaning data, replacing erroneous values with correct figures.
- Analysing data, with due consideration for the influence of missing information, outliers, plus confounding and extraneous variables.
- Reporting on insights obtained, which might be utilized to inform business strategies.
- Develops methods and strategies for assessing large amounts of data.

PERSONAL DETAILS

Date of Birth: October 24, 1983, | **Nationality** – Indian

Marital Status: Married | **Preferable Location:** Pune

Languages – English, Marathi & Hindi
