

CURRICULLUM VITAE

SHRADDHA KUMAR KHADE

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OBJECTIVE:

Looking forward to be associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts in SAP Implementation, Development & Support.

Profile Summary:

- 3 years of experience in Account Management
- Well versed with areas like SAP Implementation & Configuration, Financial Module, Accounts Payable, Accounts Receivable and Asset Accounting.
- Possesses positive attitude and excellent analytical, communication skills.

Professional Experience:

1. Current Working Details

Location: Belrise Industries Limited

Department: IR & Admin

Designation: Junior Officer

Duration: July 2023 to Till Date

❖ Roles and Responsibilities: -

- Maintain Monthly Budgetary Cost Control.
- Analysis of Monthly Admin Cost Plant wise, Check & Verify the Actual Cost against Monthly Plan or budget.
- Check out the Monthly bills, do the GRN entry in SAP.
- Analysis of Canteen bus and Any Other Admin Activity and Monthly Budget.
- Create PPT Presentation of Admin Monthly Activity, Initiative, Improvements and Monthly Cost Control
- Analysis of Finance GL Data Check the Bills & Recovery of employee.
- Maintain Canteen Cost, Decided Menu of Monthly Functions.
- Other Daily Basis Activity regarding to Administration.

2. Previous Working Details

Location: Kavita Facility Management Pvt. Ltd.

Department: Accounts

Designation: Junior Accountant

Duration: Dec 2023 to July 2023

❖ **Roles and Responsibilities: -**

- Maintain day-to-day Transactions in books of accounts in Tally prime.
- Maintain Bank reconciliation statement and reconciliation of debtors and creditors.
- Calculating of monthly sale tax, service Tax
- TDS filling return.
- Employee advance management & petty cash.
- Calculate Monthly payroll and release labour and workers payment through NEFT.
- Handle all the bank balance on day-to-day Basis

3. Previous Working Details

Location: Tata Motors (CVBU)

Department: HR & Admin

Designation: Junior Officer MIS

Duration: Jun 2019 to Nov 2021.

❖ **Roles and Responsibilities: -**

- Worked as a HR Admin Trainee at Tata Motors this is from (18-06-2019 to 17-06-2020)
- Worked as a Team Junior team member in same (09-04-2021 to 29-11-2021)
- Handling Block & Solve workers problem related to salary, Pension and work.
- Assisting with day to day efficient operations of the HR Office
- Update HR database like new hires employee separations, Inspecting and Checking canteen activities.
- Handling recruitment Process, Hiring new workers.
- Filled all the information of candidate in the company's portal.

All FIFO End User Scenario

- General Ledger (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Asset Accounting (FI-AA)
- SAP Implementation & Configuration

Educational Qualifications:

Qualification	Board / University	Year	Percentage
B.Com	SPPU	2022	67.96 %
H.S.C.	Pune	2019	77.23%
S.S.C.	Pune	2017	77.80%

Personal Profile:

- Date of Birth : 02nd May 2002
- Language Proficiency : English, Hindi, Marathi.
- Marital Status : Unmarried
- Nationality : Indian.
- Hobbies and interests: Reading books, Participation in cultural events.

Technical Skills:

- **SAP(FI Module)**
- Tally Prime Certified
- MS-Office
- E-mail operations
- Knowledge of Microsoft Excel, PowerPoint

Declaration:

I hereby declare that the above given information is true and to the best of my knowledge.

(Shraddha Khade)

Signature

Place :

Date :