

RASHMI RAI

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Senior Managerial position with responsibility of Finance Process in a Growth Oriented Organization

- A dynamic **finance & accounts** professional with appro **12 years** of extensive experience in finance & accounting management.
- In-depth accounting knowledge backed by strong business acumen, analytical ability and data management skill.
- An out of the box thinker with creative ideas to resolve bottlenecks and work consistently towards goal.
- Superb decision making and multi-tasking capacity with proven expertise in managing team.
- A self-motivator with an eye for detailing, excellent communication and relationship management ability.

Areas of Expertise

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| • Accounts Payable Processes & Management | • SAP, MS Office Technologies |
| • Invoices/Expense Reports/Payment Transactions | • Journal Entries & General Ledger |
| • Handling Vendor Queries and Management | • Support to Statutory and Internal Audit |
| • Monthly Closing Activities & Schedules | • Support to Expense Control & Budgeting Team |

Experience Highlights

DSM-Firmenich

Senior Accountant – Global Shared Finance (October 2019 till date)

Company brief: It's world latest privately-owned fragrance & flavor company, creating fragrances and flavors for the world's most desirable brands.

Select contributions:

- Managing vendor invoice processing and serve as subject matter expert for various Account Payable Functions.
- Monitor Invoice Flow, track & resolve exceptions/discrepancies, prepare analysis of accounts and related financial activity to produce periodic operational reports.
- Respond to external & internal stakeholders regarding all aspects of the Account Payable process.
- Perform monthly closing in terms of controls and local requirements.
- Resolve Issues, serve as a resource in troubleshooting complex matter and ensure that problems are responded in timely manner.
- Ensure company policies, process manual & procedures are clearly defined, updated and documented.
- Participating as team member in Smart Finance Projects. E.g. Tradeshift Platform & Celonis (Process Data Mining)
- Performing UAT for new platform in Smart Finance Projects.

Crompton Greaves Consumer Electricals Ltd.

Associate Manager-Finance (August 2016 to 10th July'18)

Company brief: A renowned brand, manufacturing consumer products ranging from fans, light sources and luminaries, pumps and household products.

Select contributions:

Account Payable & Payment Management

- Taking care of transition of Account Payable activity from Plant to HO; also managing the accurate & timely processing of invoices as per company policies.
- Processing all vendors & employees, travel payment and internal queries regarding account payable issues.
- Weekly Cash Discounting of bills as per requirement & policies for early payment.
- Monitoring MSMD payment on time and handling Trade Finance Transactions for Import purchases.
- Overseeing Vendor Reconciliation; Preparing Creditors Ageing Report and managing related responsibilities.

Monthly Provisioning & Closing Activities

- Administering clearance of month end entries debited by branches & corporate.
- Ensuring all the unrecorded expenses are rightly dealt with by coordinating with concern departments & branches.
- Preparing Cash Flow forecast on monthly basis by considering overdue, open GRIR & accepted supplies.
- Finalizing Bank Reconciliation on monthly basis; GRC (Goods Receipt Concession) on monthly basis.

Taxation & Statutory Requirement

- Managing Vat computation and Filing including monitoring issuance of C-form & H-form from our regions.
- Processing all Custom duty payment on timely basis with proper TDS deduction for Import Payments.

Management Reports & Audit

- Preparing MIS file on monthly basis and tackled Internal Audit by providing the reports & resolving queries.
- Handling Statutory Audit on quarterly basis resolving queries as required after preparing required schedule.

Inventory Management

- Preparing and maintaining Stock Ageing Report as per company policies to make provision for the same.
- Conducting Timely Verification of stock to compare system stock with physical stock in case of discrepancies taking approval to write off.

- Assessing valuation of stock by age wise stock by removing the slow moving, nonmoving, defective, short & providing provision on good stock.

Merck India Limited

Associate Specialist (July'15 to Aug'16)

Company brief: A leader in Healthcare, Life Science and Performance Materials Sector, well known for its high-quality specialized products.

Select contributions:

- Managed the accurate and timely processing of invoices as per company policies. Handled account payable queries.
- Prepared monthly GRIR Ageing & Creditors Ageing Report and monthly schedules for Bills of Exchange Payments.
- Passed monthly accrual activities, prepared Monthly Schedules as per audit requirement to support month-end load.
- Contributed in:
 - Insurance Value updating file for Inventory;
 - Payment of Excise duty for various Toll Centers & producing challans for the same.
 - Vendor management as per organizational policies.
 - Meeting deadlines & schedules and other pre-set parameters as per organizational policies.

Nutricia International Pvt Ltd. (A subsidiary of Danone & Co.France)

Account Payable Executive (Mar'2014 to July'2015)

Company brief: Nutricia is a part of the **Danone group, a French** multinational that specializes in therapeutic food and clinical nutrition).

Select contributions:

- Handled daily A/P processes including invoices, purchase orders, expense reports, credit memos.
- Processed bills related to Logistics, Transportations, C & F Claims, Commission utility invoices in FB60.
- Processing of Employee reimbursement for travel & expenses claims as per company policies.
- Verification of all invoices before processing as per GOA approval.
- Processed material invoices as per 3 way matching in MIRO. Ensuring perfect actions on TDS & Service Tax invoices
- Conducted duplicate checking of Invoice and coordinated with the same with respective department.
- Processed weekly payment cycle of vendors & employee and coordinated with treasury for the payment.
- Rest all role & responsibility which i played in MSD for Account Payable.

MSD PHARMACEUTICALS PVT LTD (A subsidiary of Merck & Co.USA)

Finance Executive (Nov'2010 to Feb'2014)

Company brief: A well-known health care product manufacturer and a subsidiary of Merck & Co, USA.

Select contributions:

Accounts Payable

- Effectively verified purchase & service bills for Cost Center, GL Codes, PO limits & GOA/DOA approvals
- Successfully handled Invoice, debit notes, credit notes through SAP.
- Processed Non PO Invoices Check Requisitions, Advances, Utility invoices, vendor invoices and Credit Memos.
- Ensured TDS & Service Tax invoices are deducted with correct sections and rate.
- Handled duplicate checking of Invoice, Month-end Closure of AP Invoices, accruals, TAT related Queries.
- Handled exceptional queries in resolving the issues and processing the invoice for Payment.
- Strategically coordinated with vendors and assisted management in reconciliations and MIS management.
- Coordinated A/P audits with internal and external auditors, cross functional partners and Business Service Team.

Treasury

- Processed Vendor Payment through F110, dealt with A1& A2 Foreign payments, Vendor/Employee payment queries.
- Managed Cancellation & Reissue of Cheque/Demand Draft, submission of Online Challans and diversified payments.
- Oversaw Bank related accounting activities like Bank Reconciliation, Bank Guarantee & FDR processing for Tenders.
- Prepared payment advice of various payment, tackled all Bank charges & exchange gain/loss entries.
- Maintained excellent relations with Bankers Prepared MIS reports including Foreign Payments reports.
- Was instrumental in submission & accounting for payments and Receipt Entries through SAP.

Auditing

- Successfully handled statutory & tax auditor's queries. Also arranged documents for audit purposes.

SANJAY.B. CHELLARAMANI (Advocate & Tax Consultants)

Finance Executive (Dec'2009 to Nov'2010)

Company brief: An eminent Advocate & Tax Consultant providing exclusive legal, financial and tax related advise and managing financial projects).

Select contributions:

- Demonstrated special prowess in Bank Reconciliation, Scrutiny of Ledgers, ITR Filing and preparation of Form 16.
- Handled Purchase and Sales entries, Payment, Receipt, Vat, Service Tax Etc in Tally ERP 9
- Prepared Vat Statement, Challan 281, Professional Tax Challan Online Filing of From 231 & CST Form III (E).

Academic & Training Background/ Certifications Courses

- **PGDBA FINANCE/MBA FINANCE**, Welinkar Institute of Management, Mumbai. (2012-2014)
 - ⇒ 83% in 1st year of Advance Diploma in Business Administration.
 - ⇒ 80% in 2nd year of Post-Graduation Diploma in Finance Management.

- **BACHELOR IN ACCOUNT/FINANCE(BAF) (2009)**, Model College Of Commerce & Science, Mumbai.
 - ⇒ 75% in 5th Semester in Bachelor in Account/Finance Specialization.
 - ⇒ 81% in 6th Semester in Bachelor in Account/Finance Specialization.
- Completed Certificate Course on GST from ICAI Institute (Feb'2020)
- Pursued Diploma in IFRS from ACCA.

IT Skill

Proficient in MS Office package & Internet Application, SAP, Lotus, Outlook, all versions of Windows.

Personal Particulars

Date of Birth: 16th December 1987

Language: English, Hindi and Marathi

Personality Traits: Quick learner, Adaptable, Committed to work

Marital Status: Married