

Shraddha Arjun Sawant

📍 Titwala -Thane, India shraddhasawant29@gmail.com

Profile

An Astute professional with nearly 13+ years of experience in Accounts, Finance, Majorly in Payables, and Receivables. Driven and Self-motivated and therefore effective at completing the task with minimal supervision. Confident and enthusiastic with a goal to make outstanding career progress.

Employment History

Nov 2021- Sep 2023

Job Description

Associate at upGrad Education Pvt Ltd.

- Manage the full accounts payable cycle from receipt of invoices/advances to payment, with high volume.
- Identify, analyze, and resolve complex and escalated Procure to pay, which cannot be delivered due to existing issues.
- Manage vendor relations and build effective partnerships.
- Ensure all accounts payable policies and procedures are followed, including travel/employee claims and related expenses, vendor approval, and invoice processing.
- Bank Reconciliation & Monthly Provision entries.
- Reconciliation of Vendor & Intercompany.
- Handling Creditor's ageing & MIS.

Feb 2017-Oct 2021

Job Description

Commercial Associate at Finance Plus India
(A division of WPP)

- Verification & processing of Vendor Invoices/Employee Claims.
- Addressing queries to vendors/OPCO in terms of Payment.
- Handling preparation of MIS reports and reconciliation statements.
- Coordinating vendor empanelment.
- TDS Calculation & Return e-Filing.

Details

A/303 Vakratunda
Apartment Titwala East,
421605, India

Contact no- 9869830488.

Date of birth

29 September 1988

Marital Status: Single.

Skills

Data efficiency and accuracy

Fast Learner

Ability to lead a team.

Positivity Approach

Hobbies:

Traveling.

Cooking.

Learning new languages.

Reading.

Languages

Marathi

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Hindi

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English

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Aug 2015-Feb 2017

Account Executive– MahaOnline Ltd

Job Description

- Passing Day to day accounting entries.
- Verification & processing of Vendor & Client Invoices.
- Daily collection of Payment Gateway for various (government) services.
- Handling of MIS and Reporting.
- Bank Reconciliation & General ledgers
- Vendor Payment (TDS and ST Calculation)

Sep 2010- Aug 2015

Junior Account Executive- Sharekhan Ltd

Job Description

- Passing Day to day accounting entries.
- Collection of Demat dues from client & branches.
- Pay In and Payouts of Offline Clients.
- Bank Reconciliation.
- Handling Queries of Clients/Branch/ Franchisee

Feb 2010 – Sep 2010

Audit Assistant– S Panse & Co

Job Description

- Verification of Net Asset Value (NAV) calculation for all Funds schemes
- Limit Monitoring as per IRDA Guidelines and internal SOP
- Aid in various audits.

Education

- TYB.com with 1st Class from Gurukul College of commerce Ghatkopar (E), March **2009**, Mumbai.
- HSC with 1st Class from Gurukul College of commerce Ghatkopar (E), Feb **2006**, Mumbai.
- SSC with 2nd Class from Saraswati Vidya Mandir Ghatkopar (W), March **2004**, Mumbai