

CURRICULUMVITAE

Name: - Mrs. Pooja Rahul Joshi.

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Add: - 7, Datta Niwas,

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Career Objective:-

"To leverage my expertise in accounting and finance to contribute effectively to a dynamic organization's success while continuously enhancing my professional skills and knowledge."

Work Experience:-

1. Working with First Meridian Businesses Services Ltd.

Designation: - Accounts Executive

Period: - Nov 2021 to Till date

Job Responsibilities:-

- Responsible for Accounts Payable functions for a global clients.
- Overseeing accounts payable functions for our global clients.
- Handling accounts payable activities specifically designated for entity.
- Taking charge of the end-to-end invoice processing, covering both Purchase Order (PO) and non-PO invoices.
- Conducting thorough reviews and verification of invoices.
- Ensuring a seamless payment process, which includes manual payments, bank postings, and clearings.
- Managing vendor creations, vendor clearings, and vendor reconciliations.
- Maintaining an organized and secure repository for invoices, vendor contracts, and agreements.
- Handling inquiries and resolving queries from vendors effectively.
- Managing and processing employee reimbursements efficiently.
- Processing utility payments in a timely manner.
- Accurately recording relevant entries for expenses and payments.
- Ensuring compliance with statutory payment requirements.
- Performing daily bank reconciliation to maintain financial accuracy.
- Raising revenue invoices accurately and promptly.
- Processing salary payments and Full & Final (F&F) settlements for employees.
- Managing monthly lease reports efficiently.

2. Thomas Cook (India) Limited

Designation: - Accounts Executive

Period: - December 2016 to May 2020

Job Responsibilities:-

- Receive and review supplier invoices, ensuring accuracy and compliance with company policies.
- Verify invoice details, including quantities, prices, and payment terms.
- Code and categorize invoices appropriately for accounting purposes.
- Prepare and process payments to suppliers and vendors, including checks, electronic transfers, and online payments.
- Ensure timely and accurate payment of invoices to maintain positive supplier relationships.
- Communicate with suppliers to resolve billing discrepancies and address any payment-related inquiries.
- Maintain professional and cooperative relationships with suppliers to optimize payment processes.
- Reconcile supplier statements with company records to identify and resolve discrepancies.
- Investigate and rectify any outstanding or disputed invoices.
- Maintain organized and accurate accounts payable records.
- Keep track of payment due dates and prioritize payments to avoid late fees or penalties.
- Assist in the preparation of financial reports related to accounts payable, providing insights into expenses and cash flow.
- Assist with internal and external audits by providing necessary documentation and information related to accounts payable.

3. J Kumar Infra projects Pvt Ltd.

Designation:-Account Assistant

Period: May 2013 to Nov 2016

Job Responsibilities:-

- Maintain accurate and up-to-date financial records, including ledgers, journals, and general accounts.
- Prepare and process invoices, ensuring timely and accurate billing to clients or customers.
- Perform bank reconciliations to ensure that all transactions are properly accounted for and discrepancies are resolved promptly.
- Manage and track company expenses, verifying receipts, and ensuring compliance with budgetary guidelines.
- Process and manage invoices, ensure timely payments to vendors, and reconcile accounts payable.
- Generate financial reports, including cash flow statements.
- Utilize accounting software ERP proficiently for financial tasks.
- Maintain organized and up-to-date financial documents & contracts.

4. Team Management Legal Service Pvt Ltd.

Designation: - Accounts Executive

Period: -Jan 2012 to May 2013.

Job Responsibilities:-

- Preparing Day to day Bank Reconciliation with 75 Banks.
- Making receipt, payment Entries. TDS Working.
- Making TDS challan. Submitting form 16.
- Fixed Asset Capitalization.
- Any other activities related to Accounts.

Education:-

Academic Qualifications:-

Sr. No.	Course	Stream	Year of Passing	Class	University
1	DHRM	HR	Jan 2012	II nd class	Private
2	B.Com	Commerce	March 2013	Pass class	Mumbai
3	H.S.C	Commerce	Feb 2007	II nd class	Mumbai
4	S.S.C	Marathi	March 2005	II nd class	Mumbai

Professional Qualification: -

Well versed in computer Applications.

Well versed in Computer Automation – Microsoft Office, Internet.

Well versed in Computerized Accounting (Tally 9).

Completed MSCIT with 65%.

Typing Speed: - 30 W.P.M. with B Grade.

Personal Details:-

Date of Birth: 23rd June1990

Marital Status: - Married.

Languages known: -English, Hindi, Marathi.

Place: Mumbai

Date:

(Pooja Rahul Joshi)