

# Resume

**Name:** Rutuja Nandkishor Khairnar  
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## ❖ Objective:

Strong preference for conceptualizing and supporting IT solutions that integrate accounting with the operational area of an enterprise and provide management with quick, accurate and complete information to take effective business decisions. Seeking conceptual clarity and constantly upgrading knowledge and expertise to achieve high standards of excellence at work.

## Professional summary:

- ❖ Total 8 years of experience out of which 3 year of SAP supporting configuration and Analysis knowledge with ISO Certification in FICO.
- ❖ Highly competent in FI module of SAP
- ❖ Involved in configuration and testing the system and providing post implementation support.
- ❖ Proficient in Finance sub-modules – AP, AR, GL
- ❖ Dynamic, result oriented Team Player with intensive accounting experience
- ❖ Progressive personality capable of developing Rapport and support from colleagues and clients

## SAP Skills:

### ➤ Enterprise Structure:

Configuration of Define and Assign Company & company code Define business area

### ➤ Global setting:

Define field status group, Fiscal year variants, open and close posting period, document no range, Setting up of document types and posting key for business transactions

### ➤ General ledger:

Define chart of account, Account group, define tolerance group for general ledger & employees

⌚ **GL end user scenario;** creation of GL master data knowledge about F-02/FB50 GL, Invoice posting, GL Documents Recurring, document park & held document, reversal document

### ➤ Accounts Receivables:

Define customer a/c group, No range for customer a/c, creation of no ranges.

□ **AR end user scenario:** creation of customer master, FB70 invoice posting, payment posting process of partial payment down payment to customer.

### ➤ House bank:

Creation of house bank, creation of cheque lot, display cheque register, cheque encashment, cheque cancellation.

### ➤ Asset Accounting:

Chart of Depreciation, creation of input & output tax code, Define assets class, Depreciation,

**End user scenario:** Asset master creation, assets purchase posting (F-90), depreciation run (AFAB), sale of assets (F-92)

### ➤ Certification

4 months training from Computech Explorer ISO Certified, Pune

## Professional Experience

### **Current company: Sygnius Ventures Pvt. Ltd.**

**Designation: - senior Accountant**

**Duration: - 01 August 2018 to 2021**

#### **Role:**

- As SAP FICO consultant, involved in s Support as well as configuration activities. Involved in the Production support activities in the below following areas: Support Activities.
- Resolving the issues of GL, AP, AR and Asset Accounting.
- Conducting the meetings with the users to train regarding processes needs to follow.

#### **Responsibility And Participation:**

- Tickets handling related to FI-CO ensuring the quality of solutions.
- Interacting with cross-functional and technical consultants to get the inputs on issues
- Assisted end users in maintaining and updating on master data.
- Conducting problem analysis and communicating the solutions to the users.
- Prepared documents with respect to the business process.

## ❖ Professional Experience:

### **Previous company: Dhaneshwar construction pvt. ltd.**

**Designation: - Senior Accountant**

**Duration: - 19<sup>th</sup> sept 2016 to 25<sup>th</sup> July 2018**

#### **Role:**

- Assist in preparation of all tax related filings (Vat, GST, TDS, service tax, Provident Fund, professional tax).
- Resolving the issues of GL, AP, AR and Asset Accounting.
- Handling Tax Audit i.e., solves audit queries, preparation audit file for schedules & required documents towards the same
- Conducting the meetings with the users to train regarding processes needs to follow.
- Over all responsibility of Accounts Department.

#### **Responsibility And Participation:**

- Processing GST and TDS working within dead line
- Resolving employee queries related to expense reimbursements, salary reimbursements, investment declarations/investment proofs etc
- Assist in preparing financial statements including monthly/quarterly/annual financial close.
- Handling Tax Audit i.e., solves audit queries, preparation audit file for schedules & required documents towards the same.
- Prepared documents with respect to the business process.

**❖ Professional Experience:****Previous company:** SUNSVG & Associates**Designation:** - accountant**Duration:** - 01<sup>st</sup> June 2013 to 19<sup>th</sup> sept 2016**Role:**

- Handling Statutory Audit, Tax Audit i.e., solve audit queries, preparation audit file for schedules & required documents towards the same
- Maintain the fix asset register-addition, scrapping & calculate the depreciation on monthly basis.
- Filing all statutory requirements of the company like returns TDS Returns, VAT Returns, and Services Tax etc
- Preparation of bank reconciliation statement customer at the finalization.
- Verifying invoices & accounting entries for the accurate finalization.
- Handling taxation return working for Service Tax, VAT, LBT& TDS.  
Working on month end activities & providing the MIS report to management by every end of month.

**❖ Computer Proficiency:****ERP Application:** SAP FICO ECC 6.0, Tally ERP 9, MS-CIT, Typing Speed 30 WPS (English), Banking Course.**Documentation Tools:** MS Office Word 7/10, MS Office Excel, MS Power Point.**Business Analysis Data:** EOD Reports, MS Outlook, Email.**Educational Qualification:**

Degree	College/School	University/Board	Year
MBA (Finance)	D.Y patil College	Pune University	2019
B. Com	Pratibha College of Commerce & computer Studies	Pune university.	2015
H.S.C.	Bharatiya Jain Sanghatna	Pune university.	2010
S.S.C	Shree Chatrapati Shivaji Raje madyamik Vidyalay	Pune university.	2008

**❖ Hobbies:**

Listening songs, Cooking, making new friends &amp; always eager to help others.

**Personal Information:**

<b>Name:</b>	Rutuja Nandkishor Khairnar
<b>Date of Birth:</b>	15 <sup>th</sup> July 1992
<b>Current Address:</b>	Vitthal mandir lane Ram Nagar kalwan Nashik- 423501
<b>Sex:</b>	Female.

<b>Contact No:</b>	9595863043
<b>Nationality:</b>	Indian
<b>Languages:</b>	English, Marathi, Hindi
<b>Marital status:</b>	Married
<b>Expected Salary:</b>	As per company norms
<b>Notice period:</b>	15 days

### Comment to Organization

I believe that there is no alternative to success than continuous improvement upon work. Taking up my job earnestly will help me to perform better and respond positively to any challenges posed during the execution of my duties. Given an opportunity, I will strive to serve organization in the best possible manner, simultaneously updating myself according to the requirements of the organization.

<b>Date</b>		<b>Yours Sincerely,</b>
<b>Place</b>	<b>Pune</b>	<b>Rutuja Khairnar</b>