

## **Rohini Rajendra Sangamnerkar**

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### **Roles and Responsibilities:**

- In Axa Business Services, I was a part of accounts payable team. My work was mainly related to invoice rejection, queries and disputes.
- In my previous role as an Accountant, I have performed following duties:
  - Filing individual tax returns,
  - Book-keeping in ERP systems, for example Tally ERP 9,
  - Conducting audit of sale and purchase,
  - Carrying out administrative duties such as filing, typing and composing correspondence.

### **Skills and expertise:**

- SAP FICO, Accounts Payable
- Capable of interpreting terms and terminologies used in commercial french.

### **Clients and Projects:**

- In Metro Global Solution Centre, I was a part of two big projects. In the first project, I was sent on-site for knowledge transfer. My role was to understand the entire process, document the process and upon returning to Pune office, I have trained my team members. After the successful completion of this project, I was rolled to another project which is a part of Accounts Payable process.
- Filing of individual tax returns for clients across various income groups.
- Conducting audit of accounts receivables and accounts payables for private limited companies.
- Vouching expenses of charitable trusts.

**Employment History:**

- AXA Business Services – From 8<sup>th</sup> Aug, 2022 to 25<sup>th</sup> Aug, 2023, Analyst, Accounts Payable.
- Metro Global Solutions Centre (MGSC) – From 11<sup>th</sup> October, 2021 to 5<sup>th</sup> Aug 2022. Associate, Accounts Payable.
- D.V.Kotwal & Company, Chartered Accountants - From 15<sup>th</sup> January, 2016 to 9<sup>th</sup> September 2019. Worked as Accountant.
- A.S. Padhye & Associates, Chartered Accountants – From 1<sup>st</sup> June 2012 to 31<sup>st</sup> March 2015. Worked as Accounts Assistant.

**Professional qualification :**

<b>Degree</b>	<b>Year</b>	<b>College / School</b>	<b>University / Board</b>
Master of Commerce (Taxation)	May 2009	University of Pune	University of Pune
Bachelor of Commerce (Costing)	April 2007	Brihan Maharashtra Commerce College	University of Pune
Higher Secondary Education (12 <sup>th</sup> grade)	February 2004	Modern High School	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
Secondary Education (10 <sup>th</sup> grade)	March 2002	Modern High School	Maharashtra State Board of Secondary and Higher Secondary Education, Pune

**Certification :**

- SAP FICO from SevenMentor & Training Pvt Ltd, Pune.
- Special Diploma in Commercial French, Ranade Institute, University of Pune (April 2010).
- Completed DELF- B2 (level 4, French language) from Alliance Française, Pune
- Amazon Web Services Certified Cloud Practitioner, (June 2021)