Nikhil Sharad Dhotre

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CAREER OBJECTIVES

To make effective use of skills & knowledge in effort to Learn and improve existing technology and contribute towards benefit of the organization & Personal Development

EDUCATIONAL PROFILE

Degree	Institution	Year
S.S.C.	Mumbai University	2006
H.S.C.	Mumbai University	2008
B.COM	Mumbai University	2012

COMPUTER PROFICIENCY

- MS-CIT – Sound knowledge of all Basic Computer related programming queries including software and hardware technology
- Basic Knowledge of Tally ERP9.0– Good Knowledge of Excise Duty, TDS, TCS, VAT, SERVICE TAX.
- Office Automation - Good knowledge of Excel

KEY SKILLS

- Understand and grasp things quickly and efficiently
- Good Communication
- Sincere and hardworking
- Ready to relocate to new place

EXPERIENCE

SGCO & CO.(CA Firm) (7-March-2017 to 5-Nov-2017)

WORKING WITH CLIENT PLACE AKZONOBEL INDIA PVT LTD (Dulux) – EXECUTIVE INDIRECT TAX

Key Roles and Responsibilities

- Working Cenvat Credit In Excel Sheet
- Invoice Checking (Service Tax Registration No, Date, Amount Etc.)
- Working In GST Related Work

Intelenet Global Services. (Tata Teleservices Limited. Clients) (27-April-2018 To 16-July-2019)

Key Roles and Responsibilities

- Processing PO and Non PO Invoices.
- Relog-in invoices which are rectify.
- Operating SAP Software.
- Validating GST applicability as per invoices.
- Solving Vendor Queries relating to Pending and Rejected Invoices.

29-July 2019 To Till Date At Wipro Pvt Ltd. Company.

Key Roles and Responsibilities

- Operating SAP/Ariba Software. (US Process)
- Process all invoices assigned within the required Turn-Around-Time.
- Check and Verify Accounts Payable invoices
- Checking details from PO or Service Agreement
- Verification of item details and amounts
- Reversals and corrections of incorrect posted invoices.
- Coordinating with external clients and internal stakeholders via email to resolve the issues.
- Working on Freight Invoices. Solve Freight Related queries.

- Identifying duplicate payments and taking reversals.
- Approving and processing invoices for payments.
- Processing all recodes received
- Providing approval of invoices and raise queries on rejected invoices
- Freight Audit Report-Check Invoices correctly paid to vendor or not.

PERSONAL INFORMATION

Nationality   : Indian

Date Of Birth   : 29 August 1989

Language known   : Marathi, English, Hindi

Marital status   : Single

Gender   : Male

Religion   : Hindi

Address: : Ashray Apartment 3rd Floor, Dange Chowk, Chinchwad.Pune.

DECLARATION

I hear by declare that the statements furnished above are true, complete and correct to the best of my knowledge and belief.

Nikhil Sharad Dhotre