

## CURRICULUM VITAE

**APARNA S KSHIRSAGAR**  
**akshirsagar2111@gmail.com**  
**Mobile: 9765332852**

**Address: Plot no.9 Shashikant housing society**  
**Sai nagar near Sai kirana store**  
**Zingabai Takali Godhani road,**  
**Nagpur – 440030**

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### **CAREER OBJECTIVE:**

To work in progressive organization that incorporates varied spectrums of work & diversity.

This endows competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfilments with a welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

### **WORK SUMMARY:**

#### **\* WIPRO PVT LTD. Pune**

**Designation – Executive**

**Work Duration – (26<sup>th</sup> June 2019 to till now)**

#### **Key skills and Profile summary:**

- I worked for a USA based company. Core domain is Accounts Payable (P2P).
- Worked in Awaiting reconciliation form ERP in SAP S4hana.
- Worked on Reversal and reprocessing of invoices with the help of transaction code.
- Performing daily Aging document report through SAP S4hana then extract report in excel and investigate on documents and find solution.
- Worked on a check request in the Service now portal.
- Worked on User change report and Direct key into Ariba
- Worked on SAP S4hana invoice management GP AP Processing.
- Worked on Vendor master data in that team to set up EFT Vendor payment to the vendor in SAP S4hana after verifying document W8, SIF Form & Bank Doc.
- Worked on ERP such as SAP S4hana, Asset Suite, Infinium and MDG.
- Providing fair data to the client, handling client calls and responding to their queries through e-mails and avoiding delayed payments.
- Ensuring that there is no impact due to incorrect or wrong processing or resolution.
- Invoice Processing and Invoice Reconciliation
- Posting Po and Non-Po orders in SAP S4hana.

#### **\*. WORK SUMMARY:**

#### **Aditya Anagha Multi State Credit Co Operative Society. Nagpur**

**Designation – Officer**

**Work Duration – (17 April 2017 to 14 May 2019)**

#### **Key skills and Profile summary:**

- Performing daily transactions where I handle Cash counter, RD & FD account as well Handle Payments and withdrawals.
- Handle daily cash book activities as per bank daily transaction. Core work on handling banking transactions.
- Handle bank reconciliation.

**\*. WORK SUMMARY:**

**Prabodh Patodia & Company. Nagpur**

**Designation – Junior officer**

**Work Duration – (01 April 2013 to 01 April 2016)**

**Key skills and Profile summary:**

- Worked on cash books and accounting transactions.
- Worked on a Trading account and balance Sheet.

**Certification-**

- SAP FICO

**SOFTWARE KNOWLEDGE:**

- SAP Ariba
- SAP Master data management
- Erp as like Infinium, SAP & Asset suite
- Datacap
- Ariba Buyer, Service now
- Microsoft Excel, Microsoft Outlook

**ACADEMIC PROFILE:**

<b><u>QUALIFICATION</u></b>	<b><u>INSTITUTE/ COLLEGE/ SCHOOL</u></b>	<b><u>BOARD/UNIVERSITY</u></b>	<b><u>YEAR OF PASSING</u></b>	<b><u>PERCENTAGE</u></b>
MBA	P R Pote education and welfare trust institution	Sant Gadge Baba Amravati University	2012	62.17%
MCOM	Vinayaka vidhyamandir Amravati	YCMV University	2013	56.75%
BCOM	Vidhya Bharti Mahadhalaya, Amravati, Maharashtra	Sant Gadge Baba Amravati University	2010	60.00%
HSSC	Shivaji Arts and Commerce college	Maharashtra State Board	2007	72.50%
SSC	Government girls' high school, Amravati	Maharashtra State Board	2005	55.33%

**PERSONAL DETAILS:**

**Name** : Aparna Sudhakar Kshirsagar

**Date of Birth** : 30 Nov 1989

**Gender** : Female

**Marital Status** : Unmarried

**Address** : Plot no.9 Shashikant housing society, Sai Nagar near Sai kirana Store,  
Zingabai takali, Godhani road, Nagpur 440030

**Nationality** : Indian  
**Languages Known** : Marathi, English, and Hindi  
**Hobbies** : Drawing, Listening Songs.

**EXTRA CURRICULAR ACTIVITIES:**

- ☐ Winner in drawing competition in Wipro.
- ☐ Got an Extra miler award in Wipro for my work.
- ☐ Actively participated in the Student welfare society and Entrepreneurship Development cell.
- ☐ Attended Crash Course in GD & PI from UDAN INSTITUTE OF PERSONALITY DEVELOPMENT, Amravati.

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Nagpur  
**Date:**

**Sign:** Aparna S Kshirsagar