

### SHWETA SINHA

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#### PROFESSIONAL SYNOPSIS

- ❑ Certified S/4HANA 2020 Consultant from ATOS – SAP Authorized Training Center, Pune.
- ❑ MBA Finance with 1 year of experience in accounts domains.

#### SAP CERTIFICATION

##### Modules Covered:

- ❑ C\_TS4FI\_2020
- ❑ C\_TS4CO\_2020

##### Focus Areas of SAP S/4 HANA 2020-Financial Accounting

- ❑ FI-GL: Configuring of Enterprise structure, New General Ledger,
- ❑ FI-AR: Accounts Receivable,
- ❑ FI-AP: Accounts Payable,
- ❑ FI-AA: Asset Accounting,
- ❑ FI-BL: Bank Management
- ❑ SAP Cost and Profit Center Accounting,
- ❑ Period end & year-end closing,
- ❑ SAP FI Integration with other Modules

##### Focus Areas of SAP S/4 HANA 2020-Management Accounting

- ❑ Internal Order
- ❑ Product Costing
- ❑ Profitability Analysis
- ❑ Profit Center Accounting
- ❑ Cost Center Accounting
- ❑ Reporting

#### PROFESSIONAL EXPERIENCE

##### ZF Steering gear India Ltd, Pune

03<sup>rd</sup> Apr 2023 – Till date

**Role:** SAP Auditor, Procure to pay associate

##### Responsibilities:

- ❑ Posting invoices with purchase order and without purchase order
- ❑ Reconciling payable reports monthly to confirm the accuracy.
- ❑ Audit the transport bills and other documents

##### Harmony Healthineers, Pune

14<sup>th</sup> Mar 2022 – 23<sup>rd</sup> Jan 2023

**Role:** Account assistant

##### Responsibilities:

- ❑ Worked on preparation, sorting and file business correspondence and documents.
- ❑ Worked on data entry operations, administrative and accounting duties as assigned.

- ❑ Managed office management matters. Supported and assisted consultant colleagues.
- ❑ Reconciled bank statements, preparation to management financial statements and balance sheet schedules.
- ❑ Assisted to carry out other financial activities as assigned.
- ❑ Reports to Company director.

**Madhu Online Services, Pune****16<sup>th</sup> Jan 2017 – 3<sup>rd</sup> Feb 2018****Role:** Account assistant**Responsibilities:**

- ❑ Having 12 months of total experience in accounts and finance.
- ❑ Day to day transaction, up to account finalization.
- ❑ Managing cash inflow and out flow.
- ❑ Fast grasping of new domains and applications with minimal training and mentoring.
- ❑ Reports to Company director.

**ACADEMIC CREDENTIALS**

**MBA – Finance, 62%** **2009 - 2011**  
LNM College of Business Management, Muzaffarpur.

**B. A. Economics Hons, 56%** **2005 - 2008**  
MDDM College, Muzaffarpur.

**HSC, Bihar Board, 55%** **2003 - 2005**  
Vanijya Inter College, Muzaffarpur.

**SSC, Bihar Board, 61%** **2000**  
Chapman Girls High School, Muzaffarpur.

**IT SKILLS**

- ❑ S/4HANA 2020
- ❑ Tally ERP 9, Tally prime and GST2022
- ❑ Computer Basics, MS Office

**PERSONAL INFORMATION**

Date of Birth : 11<sup>th</sup> December 1984  
Marital Status : Married  
Language : Hindi, English

*I hereby declare that all the above information given by me is true of my best knowledge.*

**Shweta Sinha**