



Ankita Prasad Pisal

Phone

8956664395

Date of Birth

4th March, 1995

Address

Kolhapur, Maharashtra

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

- Management Skills
- Good Communication.
- Leadership Quality.
- Knowledge of MS-Office.

CONTACT

✉ ankitaravan4@gmail.com

INTERESTS

- Dancing
- Photoshoot

LANGUAGE

- English, Hindi, Marathi

EXPERIENCE

**6 July, 2021 -
Till date**

Wipro

Senior Executive (RTR)

Reconciliation Process :

- Reconciliation of Bank & GL Accounts on monthly basis for various Business Units of the company.
- Authenticating the two sets of records and balances.
- Identifying causes of differences between balances.
- Analysing the Financial & Accounting data ,Identifying & Removing Errors.
- Finalization of Bank ,GL ,Fixed Assets & Intercompany Reconciliations within deadlines.
- Communicating with clients for supports, query and resolution through mails and call.
- Quality Check (QC) for reconciliations prepared by team.
- Taking Follow-up of team members for pending reconciliations on priority.
- Coordinating with team and finalizing the reconciliation within TAT.
- Improve process knowledge within the team to avoid errors and meet SLA.Preparing month-end account reconciliations and reports.
- Generating and Reporting Daily, Monthly based status to seniors.
- Innovate new ideas & implement in process to improve Quality,Productivity & Efficiency.
- Conducting the training sessions for reconciliation process.
- Completion of JE preparation and booking in ERPs.
- Reporting numbers for financial statements in HFM.

**3 Dec, 2018 - 5
June, 2021**

Gallagher LLP

Process Executive

Cash posting Process :

- Key player in handling cash coming into bank and posting to correct accounts.
- Actively identify and clear the open items.
- Accessing multiple client emails and solving client queries in order to maintain good repo.
- Process training to new joiners and taking care of their work allocations trying to maintain good team work.
- Prepare high end reports according to client requirements of unposted and unmatched cash.
- Worked on various Kaizen projects for process improvement.

Accounts Receivable Process :

- Application of received funds to correct client code/Policies
- Reconciliation of receivable accounts and clearing open items.

EDUCATION

2018	CSIBER - Shivaji University MBA (Finance & HR) 68.90
2016	Shivaji university B. Com 63.89
2013	Pune Board HSC 78.18
2011	Pune Board SSC 88.18

PROJECTS

Bank Reconciliation simplification project
Alusta accruals project

ACHIEVEMENTS & AWARDS

- 1.Business English Certification (Cambridge University)
- 2.Gallagher India Insurer Accounting Fundamentals Course – GIIAFC

APPLICATIONS

Citrix, Broker Accounting, NAVISION ,Visma Business,Black line,HFM,Alusta, Acturies, PDF Exchange Viewers, MS- Office & MS-Outlook etc.