

# Mrs. Deepali Shinde

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Address -403, Shlok Apartment,sabe road, Diva(E). Thane (400612).  
Mumbai.

## WORK EXPERIENCE

### **OCS Group (India) Pvt. Ltd. Thane. as Assistant Manager**

**(SEP 2019 – May 2022)**

#### **Roles and Responsibilities -**

- invoiced by Reviewing documentation, maintain database, and prepare invoices and send them to
- Monthly Reports – Invoice submission tracker to Credit Control Team, Monthly Reports, pending invoices maintain revenue by establishing, implementing and controlling billing system.
- Accomplishes billing departmental objectives by measuring billing results against plans, evaluation and improving methods, making required changes.
- Resolving invoice disputes, quarries within 48 hours, maintaining customer relations, resolving problems.
- Help recovery team for maintaining the debtor days.
- Process and monitor credit notes for returns to customer accounts of discrepancies in invoicing and maintaining its tracker.
- Assist in annual audit of invoicing departments to internal & external auditors.
- Ensure no revenue loss to the company any way.
- Improvise exiting billing procedures to avoid recurrence of errors.
- Makes continuous improvement through investigation and recommendation.
- Support for internal team for billing issue resolved and raised the bill from their absenteeism.
- Initiate and establish new procedures in billing tasks.

### **CBRE South Asia Pvt. Ltd. (Shapoorji Pallonji) Hadapsar. Pune. as Senior Account Executive**

**(APR 2015 – SEP 2019)**

#### **Roles and Responsibilities -**

- SAP MM end-user.
- Responsible to source, negotiate and purchase materials from Vendors.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specification.
- Daily report generation, making Po's, Cop's of material & services along with MIGO & SES respectively in SAP to ensure smooth functioning of the process.
- Generate purchase request, RFQ as per requirement in SAP.
- Perform periodic posting, invoice parking of client in SAP.
- Coordination with cross functional team's IT, Operations, Sales, Finance & vendors to ensure proper process.
- Involved in resolving invoice discrepancies and payment Process.
- PR to PO Process implementation along with vendor negotiation & vendor Payment.
- Administrative work.
- Maintaining monthly Petty cash.
- Preparing Monthly Reports.
- New Vendor Registration Process in SAP.
- Maintain WBS (Work Breakdown Structure) Report in SAP.
- Service Tax exemption process with respect to vendors serving in SEZ
- Processing of manpower-based cost sheet w.r.t attendance.
- Monitoring, forecasting & budgeting of yearly expenses.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, service and invoicing issues with vendors.
- Develop and manage supplier relationships.
- Identify cost reduction opportunities to achieve financial goals.
- Maintain Sufficient stock to avoid any hindrance in proper functioning.
- Monthly & Quarterly reporting to Senior manager and client.

### **Nityaasha Foundation. Viman Nagar. Pune. as Account Executive**

**(Aug 2013 - Jan 2015)**

#### **Roles and Responsibilities -**

- All Medicines purchase and sales Process
- Petty Cash Handling, Bank Transactions.
- Vendor Payment Process. Staff salary process. Bank Transaction, Bank Reconciliation.

- Tally Updating ERP9, Palash Software updating.
- Manually accounting like: -Petty cash book update, salary register, inward & outward register
- Update every month.
- Bills Receivable and Bills Payable Process Purchase Requisition, purchase order, Payment requisition updating.
- All admin work: like handling server room, Medicines, Stationery, Hardware material,
- Office maintenance.

**The New Ball Bearing Co. Pimpri, Pune. as Account Executive**

**(Nov 2010 – June 2012)**

**Roles and Responsibilities -**

- Bearing Purchase and Distribution Process.
- Monthly Petty cash maintaining & also process with ERP software.
- Material Inward and Outward process in software.
- Prepare cash memo. Bank reconciliation, Accounts Payable and Receivable Process.
- Monthly payment collection, Salary report updating.
- Manually accounting: inward and outward register update.
- Software entry & Follow up all admin monthly bills like Utilities bills, Telephone bills Process.
- Making purchase requisition, purchase order, Quotations, Sales quotations, Sales requisition, sales
- Invoice, Declarations, Customer follow up for payment, monthly updating quotation reports on
- ERP Software Also Quotations and invoice update in SAP.

**Absotherm Services Pvt. Ltd. Akurdi, Pune. as Account & Admin Assistant**

**(Dec 2009 – Nov 2010)**

**Roles and Responsibilities -**

- Purchase Process
- Monthly Maintaining Petty Cash.
- Bank Transactions.
- Profit & Loss A/C Report Monthly.
- Salary Report, A.R. Report, Salary Priority Basis (Collection Wise)
- Tally Updating ERP9, Bank Reconciliation, ERP Software updating.
- Manually accounting like: -Petty cash book update, advance register, salary register, collection register Update every month.
- Handled collection of clients and updating the same in tally and software .
- Bills Receivable and Bills Payable process
- Software entries & follow up monthly bills like Utilities, Telephone bills etc.
- Maintain stock of uniform, Shoes, Tools, inventory and make purchase requisitions and purchase order as Required.

**EDUCATION & CERTIFICATION**

Course	University	Grade	Year
SSC	Pune	B	2002
HSC	Pune	B	2004
B. Com	Pune	B	2008
Diploma in Software Information Technology (DSIT)	Pune	A	2004
Certified Industrial Accounting Course (ICA Institute)	Pune	B	2012

**PERSONAL DETAILS**

- Date of Birth : 01 Nov 1986.
- Marital Status : Married.
- Language : Marathi, Hindi, English.

**DECLARATIONS**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Thanking you  
Mrs. Deepali Shinde**