**RESUME**

**Kaveri pawar**

**Contact:** 7276894869

**Email:** [kaveripawar653@gmail.com](mailto:kaveripawar653@gmail.com)

**CAREER OBJECTIVE**

To be a part of an organization that strives for better growth and explores my potential by providing me with an opportunity to contribute to overall development of the organization.

**Key Highlights of Curriculum**

* **Experience of 10+ years in Finance (FNA Domain) and Business Insurance process**
* Worked extensively in Finance and operations.
* Experience in General Ledger profile of Finance & Accounting Domain
* Hands on experience on Month End Activities like JE Postings, BS & PL Trend Analysis, Actual Vs Forecast analysis, Accruals, Reversals, Deferred Expense
* Bank Reconciliation and Balance Sheet Reconciliation.
* Strong decision-making skills and problem-solving abilities.
* A quick learner and critical thinker.
* Highly energetic and enthusiastic in learning and implementing innovative ideas.

**EDUCATIONAL QUALIFICATIONS AND SKILLS**

Creating Effective Dashboard using **Google Dashboard**, Microsoft **Power BI Dashboard**

**ICWA(CMA) iNTER,** 1st group- June 2013, 2nd Group-JUNE2015

**B. Com** Pune University 2008 [62.75%]

**H.S.C** Maharashtra State Board 2005 [63.50%]

**S.S.C** Maharashtra State Board 2003[67.46%]

**PROFESSIONAL EXPERIENCE**

**Maersk global services ltd, Pune May 2016 – Sept 2022**

**Designation: Sr. Process Expert**

* Creation and Amendments of Invoices, Sales Orders and Purchase Orders.
* Weekly Invoice creation timeliness & PO creation timeliness reports using BW reporting tool.
* Reviewing the contracts that are set in SAP.
* Resolutions of the workflows to improve the vendor payments.
* Daily Unbilled & SO w/o PO Reports with the use of BW reporting tool.
* Responsible for providing floor support and assistance and handling escalations from client. Working as a SPOC to team and clients.
* Identifying the improvement areas and resolving the same.
* Handling weekly calls with CSO managers & members to discuss the issue tracker and to close the open issue items.
* Also, responsible to train the new joiners.
* Efficiently respond to internal and external customer requests via phone, chat, emails.

# INFOSYS BPO LTD. Feb2014–Feb2016

**Designation: Assistant Accountant**

* Monthly Trend analysis.
* Monthly analysis of variances occurred in actual expense vs forecast under various P&L accounts and providing commentaries/reasons for the same.
* Preparing Accrual Journal Entries for Outstanding Expenses to get the accurate financial position of the organization on the reporting month.
* Preparing Deferred Expenses Journal Entries and ensuring its correct effect on P & L and B/S.
* Preparing Adjustment/Rectification entries to nullify wrong GL effect or/and post to appropriate GL account.
* Review and follow up of aged open items with AP team.
* Providing month end support.
* Balance Sheet Reconciliation (Accrual and prepaid)
* Responsible for Bank Account Reconciliation.
* Efficiently respond to internal and external customer requests via chat, emails.
* Prepare Adhoc reports.

**EXL BPO LTD. Jan 2010 to Aug 2012**

**Designation: Senior Associate**

* Processing Business Insurance Policies of the customers.
* Renewal of the insurance policies.
* Processing Endorsements of the policies as per the requests.

**PERSONAL DETAILS**

Name : Kaveri Pawar.

Date of birth : 15-06-1988

Gender : Female

Status : Unmarried

Language Known : English, Hindi, Marathi

Nationality : Indian

Permanent Address : A/102, Goodwill Galaxy, Tingarenagar,

Lane13, Munjabawasti road, Pune 411015

**DECLARATION**

*I hereby declare that the furnished information is true and correct to the best of my knowledge.*

*(Kaveri Pawar.)*