# Akshata Pradeep Sawant

### R.No.603, Shrikrishna CHS, Bhatwadi, Ghatkopar West Mumbai: 400084 MobileNo.8425939734, [akshata410@gmail.com](mailto:akshata410@gmail.com)

**OBJECTIVE**

To serve in an esteemed organization that utilizes my skill towards mutual development of both the company and me and to work as a key player in challenging and creative environment.

**WORKEXPERIENCE**

**Roots Corporation Limited (Ginger Hotel)**

**As sr. Executive Accounts and Finance from 10th Feb 2022 to till date.**

* Passing sales, purchase, cash and bank entries.
* Coordination and or entry of all closing entries at month end, including bank reconciliations.(Prepaid & Provisions)
* Petty cash management and cash certificate issuance to corporate at month end.
* PO Creation
* Maintain Stock in SAP
* Ledger reconciliation
* Audit schedule preparation

## Review and process account payable invoices for payment.

* Prepare Daily MIS & Monthly MIS.
* Attend meetings/training as required by management(For any new process)
* Payment receipt entries and matching debtors as prepayment advice received.
* Query resolution for all the customers.
* Generating Hotel debtors report on weekly basis & circulating to all Hotel Team and management.
* Taking Balance confirmation on quarterly basis from all Top customers.
* Debtors’ reconciliation on timely basis.
* Issuing Credit note & Debit note, checking, authorizing and approving Debit note / Credit note passed by Hotel accountant.
* Handling internal & statutory audit for receivables.

## .**Thinking Bug,**

**As Account Executive from 9th April 2019 to 31st Jan 2022**

* + Billing and payment follow up with customers.
  + Debtor’s reconciliation and query resolution.
  + Customer visit and meeting with sales team.
  + Balance confirmation on quarterly basis.
  + Demand notice to default customers.
  + Outstanding ageing analysis and reports to directors.
  + Vendor Payment
  + Payment follow up with clients
  + Receipt entries and knocking off payments correctly from the system
  + Searching vendors for various requirement
  + Scheduling meetings
  + Preparing & maintaining data in excel(MIS Report)
  + Preparing letters
  + Banking transactions–Preparing Import remittance documents
  + Handling various reconciliations.
  + Accounting of expenses/payments/Invoicing
  + Salary calculation in excel sheet
  + Details filling GSTR1&GSTR3B
  + Making quotation emailing to customer & taking follow-up
  + TDS & GST working & filing
  + Online payment for TDS & GST
  + Generating Online E-Way Bill for Shipment

### Network Solutions Pvt. Ltd

**As Account Executive from 1st Feb 2016 to31st March 2019**

## Sales purchase Entries in SAP

* + Filing & Maintaining Customers Record

## Email to customer regarding billing & Payment

* + Payment follow up

## Received & sending Courier with keeping proper record

* + Preparing excel sheet for customer details

### Barbeque Grillers Pvt. Ltd.

**As Accountant & Admin Executive from October 2007 to till December 2015 Barbeque Grillers sister concern of Barbeque Nation hotel chain.**

* + Handling Petty cash for Mumbai Branch
  + Payments follow up with clients
  + Bank Reconciliation.
  + Preparation of Sales Invoice

### ADFC Pvt. Ltd. (an affiliate of HDFC Bank LTD.)

### as a junior Officer processing (Checker & Auditor) in Retail Assets Operation Processing Dept.

**Duration: Aug2006 toSept2007**

**Job Profile:**

AsMemberofTeamwhoareprocessingallPersonalloan,Autoloan &UsedCarloan,Twowheelerloan, and Commercial vehicle loans in the **FinnoneSystem** (more than 45,000 loans disbursedeverymonth)atCPU Retail AssetsDeptinHDFCBankLtd.

**Awards & Recognition**

Has been awarded for the Quarterly Award by the company for the excellent Quality & Productivity Educational Qualifications

### Diploma in Import & Export Management from Wellingkar Inst. Of Management

**B.COM**, completed year March-2006, 2nd Class.-- Mumbai University **HSC**, completed year March- 2002, 2nd Class -- Mumbai University **SSC**, completed yearMarch-2000,2nd Class—Mumbai University

**Accounting software Knowledge**

SAP: Currently using in Ginger

Tally: 18 years proficient experience in Tally

**Computer Qualifications**

Operation System :Windows 95/98 &MSDOS

Applications : Ms-Excel (Good knowledge), Ms-Word & Power point presentation

Computer course : Completed MS-CIT course & Diploma in office

Automation & Graphics course.

:Tally 7.2&9ERP

Typing Skill :40 W.P.M

**Personal Information**

Date of Birth 29thJuly’1984

Marital Status Married

Nationality Indian

Languages Known English, Hindi, Marathi,

### Akshata P. Sawant