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Taniska tejas rane

406, Sumitra Niwas, Modern English School, Shashtri Nagar,

Dombivli West - 421 202.

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**OBJECTIVE**

Look to secure a Manager Position in a dynamic organization where strong organization and time management skills will be utilized in inspiring the team to work effectively before deadlines. Willing to work hard and handle the accounting and financial reporting work in smoothly and accurately as suggested plan from the management board after understanding the concepts behind and able to take decision supportively with the team.

**PROFESSIONAL SUMMARY**

* Having 13+ years of experience in to Accounting, Finance Treasury, Banking, Data Analytics and Auditing in **SAP FI**.
* Knowledge of Team handling, training, SOP, Adhoc reporting, provides guidance and support to the Accounts Payable and receivable Department, with a focus on account reconciliations and continuous improvement.
* Working knowledge on **(SAP R/3) Finance, and Account packages Tally ERP 9.0 , Oracle Net Suite** (AP, AR, Bank reconciliation), Payment Gateway (NEFT, RTGS, NACH, IMPS & UPI payment systems), Trade Finance, Supply Chain Logistic.
* Interpersonal and problem-solving skills, collaborative with wiliness to learn, Good aptitude with numbers and strong attention to detail, knowledge of MIS & Generating Reports (VLookup, HLookup, Pivot Table, Macros, Dashboards, Charts) Google Spreadsheet Reporting

Education / Credentials

* **B.com** passed from Mumbai University
* **Std XII** passed from Mumbai Board
* **Std X** passed froms Mumbai Board

SAP TCodes

* FB60, FBL3N, FBL5N, F-51, FBRA, F-02, FB03, F-03, F.01, F.13, ZCOL, ZECM, ECS\_Mandate Report, , ZFI\_Bulkpost, LSMW
* ECS\_Transaction Report, FBCJ, FB60, F-44, F-32, ZFBANKBK, FS10N, FBL1N, FBL3N, [FF\_5](http://www.tcodesearch.com/sap-tcodes/detail?id=FF_5) , ZFBDDOC, ZFCHQSOH, SU53, F.01, F.03

Professional Experience

**Osourceglobal Pvt. Ltd. (Ginger Hotel). (Nariman Point)** Aug 22 – till date

**Team leader Accounts**

* Responsible for lead the SAP reconciliation team.
* Responsible for Oversee the SAP reconciliations.
* Responsible for perform preliminary checks on variances before logging as defect.
* Responsible for follow-up with SAP Systems department to rectify the defects.
* Responsible for assess the impact & implications on the solutions & fixes propose by SAP consultants for the defect logs.
* Responsible for conduct UAT on SAP reports to ensure data accuracy and report layout are as per requirement.
* Responsible for review the End-to-End results of SAP UAT.
* Responsible for undertake any other duties as may be assigned.

**Flexability Hr Solutions Pvt. Ltd. (Nariman Point)** Nov 2021 – July 22

**Sr. Executive**

* Responsible for revenue Actual, forecasting and budgeting. Variance analysis (actual vs forecast, current month vs last month). Forecast validation through detailed check of current submission vs previous submission. Prepare and report comparison of current vs previous submission. Managing SPOC wise submission status and to work with team to ensure 100% coverage. Ensure that Excel Macros developed for automating consolidation & reporting are reviewed periodically to avoid any leakage, inefficiency. Maintaining MIS Consultant wise, team manager wise, practice lead wise, accounts director wise, client wise, month wise, billing type wise, country wise, Fitment wise, vendor / freelancer wise. Maintaining Accounts receivable & Payable aging report, Bank reconciliation report, projection vs. actual revenue variance report. Dashboard & Scoreboards, etc.
* Responsible for Ad-hoc analysis when required (Ar related analysis), WLR deck (prepared are Nazar Na Hate Projections/Likely billing etc.)PPT for management reporting. Provide training to new team member, Coordinate with manager for SOP preparation. Preparing Year to date file (YTD), Updating Projection Billing summary file(PBS),Checking the contracts(terms) & Raising invoices as per the deadline and approving the soft copy sent by the billing team, RPO, RA, COE. AR Recoverable bills -Following up with the AP team on recoverable bills to be raised. Monthly matching the CTC with the HR file. Manage all queries and disputes related to billing. Passing entries in NetSuite (Oracle). Ageing analysis (weekly once) and keep the track of aged items which are crossing more than 90 days. Adjustments/Write offs if any in month close related to Cash and Bank. Preparation and timely updating of SOP’s.

**New India Extrusions Pvt Ltd. (Charni Road)**  May 2019 – Nov 2021

**ACCOUNTS MANAGER**

* Responsible for Accounting of Customer Receipt in Tally and Follow up for Payment Advice. Clear customer receipt against billing on daily basis. Accounting of all debit note and credit note related to customer. Reconciliation of Customer Ledger Balance with party ledger. Prepare Customer Aging. Online Payment i.e. IMPS, NEFT, RTGS and so on. Accounting of Vendor Payment and Follow up for Advance Payment. Clear Vendor Payment against Invoice on daily basis. Accounting of all debit note and credit note related to Vendor. Reconciliation of Vendor Ledger Balance with party ledger.
* Responsible for BRS of all the House Banks on daily basis. Creation of Customer ledgers and Vendor ledgers. Prepare Stock Statement of all the Banks and submit on due date. Prepare other Data as required by banks time to time. Handling Stock Audit of Various Banks. Handle AR, AP, Banking related part and Queries in Statutory Audit, Limited Review, Internal Audit.
* Responsible for work allocation and supervising team of 7 Members.

**Novartis India Ltd.(Goregaon)**  April 2016 – Dec 2017

**Team Leader**

*Profile:*

* Responsible for prepare Macro for Process betterment (As per the Request of Process).
* Responsible for Prepare Report for Customers weekly and monthly, Reconciliation data weekly and monthly to make sure that everything is tally and posted correctly in system.
* Provide report to management as per their requirement, Prepare Macro for Quality Audit.

**Eureka Forbes Ltd.( Lowerparel)** March 2011 – April 2016

**Reconciliation Analyst – Team Leader**

*Profile:*

* Responsible for Completes operational balancing and reconciliations and identification of breaks. Investigation of breaks to source them to the correct resolver groups, Matching of breaks in SAP, Monitors the aged breaks queue and drive closure, Performs routine inquiries and research, Regular and adhoc reporting, Coordinates with internal business partners and processing hubs, Feeds and data validation including data upload activities in SAP.
* Responsible for providing prompt and accurate information on individual performance.
* Responsible for Handling and supervising team of 20 Members.

**E-nxt. Financial Ltd**.**( Thane)**  Sept 2007 – March 2011

**Associate – BRS Dept.**

*Profile:*

* Responsible for Perform monthly bank reconciliation activity through verification of accounts regarding cash at hand and cash at bank. Download the bank statement, tally the bank transactions with receipts/ payment details, bifurcate the transactions and complete the accounting. Monitor all banking activities weekly in order to detect irregularities
* Responsible for Perform reports and activities regarding all cash deposits to the banks. Prepare Standard, Non-standard journals & manual payment entries related to bank transactions/ Reconcile and rectify all sub-ledger accounts related as a month-end activity. Sub ledger reconciliations in accordance with bank reconciliations.

**Technology Skills**

SOFTWARE: Windows, Chrome OS, Linux, Firefox, Opera, Zoom, Google sheet, Google Meet, Microsoft Teams, Google Hangouts, Skype, Adobe Flash Player, Outlook, CCleaner, ZIP, Ms office 2013

ACCOUNTING: Tally 7.2, 9, SAP Accounting Systems(ECC- FI, Pay system, SAP, Netsuite, Bancs, Order system, Jd Edwards

**Awards and achievements:-**

* Rewarded as **Best Performance** for the month of November 2012 in Eureka Forbes Ltd.
* Promoted as **Reconciliation Analyst**-**Team Leader** as on 2013 in Eureka Forbes Ltd.
* Received many **Appreciations from both clients and branches** for solving their queries.
* Rewarded as **Best Performance** for the year 2017 in Novartis India.

**Profile**

* Date Of Birth 29th March 1986
* Marital Status Married
* Language Known Hindi, Marathi & English.
* Permanent address 406, Sumitra Niwas, Devi Chowk,

Shastri Nagar, Dombivli West – 421202.

* Mobile No. 8452077179/8424053881/8097533174
* NOTICE Immediate joining

**Date: -**

**Place: -**Mumbai