

Curriculum Vitae

Vaibhav S. Gavale

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- DOB: 04 May 1992 ■ Nationality: Indian
- Nashik, Maharashtra, India ■ Un-Married

Career Objective:

To give an immense level of contribution towards the excellence of an organization and increase positive attitude and self-development through job

Education

- **Graduated** from **University of Pune** with **First Class – B.Com.(Computer Applications)**
- **Post Graduated** from **University of Pune** with **First Class – M.B.A. (Finance)**

Professional Experience

Johnson Controls, Pune

Senior Executive (April, 2019-Present)

- ☐ Invoices Processing-PO as well as NON-PO for North America region
- ☐ Preparing Cheque requests for urgent payments
- ☐ PO-Adjustment over 30/60/90 days. And communicating same with vendors
- ☐ Preparation of Inflow reports

Tata Consultancy Services, Pune

Process Associate (April 2017-April 2019)

- **ERP- Oracle** Invoice Processing- Processing of all types of invoices (utility, Non PO invoices, PO invoices, and Critical invoices) for more than three regions.
- Preparation of P2P in Excel
- Working on Payment blockages (Exceptions) within given SLA
- Monthly/Quarterly vendor reconciliation.
- Preparing the monthly dashboard with analyses of data and market performance
- Monthly end closing and reporting for Respective countries

- Training new joiners
- Work allocation and prioritization
- Quality Review of the invoices after processing (Audit Team Member)
- Handling the vendor's reconciliation for most critical vendors
- Analysis of volumes for reporting purposes
- Query handling, interaction with vendors and helping them in the resolution of their issues related to invoices and payments

Teklogica Control System, Nashik

Accounts Executive (April 2015-April 2017)

- ☐ Examine statements to ensure accuracy
- ☐ Inspect account book and accounting systems to keep up to date
- ☐ Organize and maintain financial records
- ☐ Suggest ways to reduce costs and enhance revenues and improve profits
- ☐ Handling dealer payments

Project Work:

M.B.A. : Equity Analysis of Banking Sector (India Infoline, Nashik)

Duration: 2 Months

Details: Completed the Fundamental analysis of Indian Economy, Analysis of banking sector and analyses of commercial banks using various ratios.

B.Com.: Optical Shop Management Software

Duration: 2 Months

Details: This Project mainly focused on managing inventory, generating invoices and help optical shop manager to keep up to date record of new and existing products.

Certification and other Course:

- Completed **Tally 9.0** from Bright Computers with Grade "A", Nashik
- Completed certification in **Visual Basics** from Aptech Computer Education
- Completed Course on **Course on Computer Concepts (CCC)** with Grade **C**
- Completed **Typing** course of **40 and 30 WPM** of **English and Marathi** respectively.

Achievements:

- Awarded with **Customer Driven Approach** for the Month of July 2019
- Participated in **State Level Martial Arts Championship** and won a **Bronze Medal**

- Get **Selected** for **International Karate Championship** in **Nepal**

Seminars and Workshops Attended:

- Participated in **Seven days'** Workshop on the “**English Remedial Course**” organized by BYK College of Commerce, Nashik
- Participated in **Two days'** workshop on “**Entrepreneurship Development**” organized by Entrepreneurship Development Institute of India.

Languages:

English, Hindi, Marathi

Cultural Interests and Physical Recreation:

Reading (Historical and Self-help), Cricket, Trekking.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility of the correctness of the above-mentioned details.

Place: _____

Date: __/__/____

(Vaibhav S. Gavale)