

AKASH RAVI SALUNKHE

Mumbai, Maharashtra | +91 93220 46862 | akashsalunkhe.sibm@gmail.com

Immediate Joiner | 3+ Years Experience in Accounts Payable, Banking Ops, Fintech Payments

PROFESSIONAL SUMMARY

Finance & Payments Operations Professional with 3+ years of experience across Accounts Payable (P2P), Banking Operations, Fintech Payment Processing, and Shared Service Center Finance workflows. Skilled in high-volume invoice processing, vendor management, reconciliations, MIS reporting, compliance (GST/TDS), audit readiness, and SOP-driven finance processes.

CORE SKILLS

- Accounts Payable (P2P) • 3-Way Matching • Invoice Processing
- Banking Operations • NEFT/RTGS/IMPS • Auto-Debit Handling
- Vendor & Cross-Functional Coordination
- Reconciliations (Bank/Vendor/Ledger/Expenses)
- GST/TDS Compliance • Payment Documentation
- MIS, Dashboard Reporting & Data Analysis
- Process Improvements • SOP Creation • Audit Support
- Tally Prime • BUSY • Finacle • Excel (Pivot, VLOOKUP)

PROFESSIONAL EXPERIENCE

Analah Capital Pvt. Ltd. — Senior Finance Executive (Feb 2024 – Present, Mumbai)

- Processed 400+ vendor invoices monthly with full 3-way matching, compliance checks, and timely payouts.
- Managed end-to-end Accounts Payable including vendor verification, payment release, and settlement tracking.
- Prepared MIS dashboards, vendor aging reports, payment trackers, and weekly management insights.
- Performed bank reconciliation, ledger checks, and coordinated with teams for issue closure.
- Ensured audit-ready documentation for AP, payments, compliance, and vendor records.

- Followed SOP-based workflows to maintain process consistency and reduce operational risks.
- Collaborated cross-functionally with Operations, Compliance, Procurement, and IT teams.
- Identified workflow gaps and contributed to process improvements that reduced payment delays.

RBL Bank Ltd. — Service Delivery Ambassador (Jan 2022 – Aug 2022, Mumbai)

- Handled daily NEFT/RTGS/IMPS banking transactions and service requests.
- Performed branch reconciliation, cash reporting, KYC checks, and audit documentation.
- Ensured 100% adherence to RBI guidelines and internal audit standards.
- Resolved customer escalations related to payments, account issues, and transaction failures.
- Worked with cross-functional banking teams to ensure timely and accurate service delivery.

Helper4U Services LLP — Accounts Executive (November 2020 – Dec 2021, Mumbai)

- Processed vendor invoices, reimbursements, and salary-linked entries in Tally.
- Prepared weekly MIS reports covering outstanding, payables, and revenue insights.
- Monitored vendor payments, resolved invoice disputes, and ensured timely payout closures.
- Maintained proper documentation for accounting records and audit checks.

ACHIEVEMENTS

- Employee of the Month – Analah Capital (May 2025): Recognized for 100% payment accuracy & compliance improvements.

EDUCATION

Master of Management Studies (Finance) — Mumbai University (Sep 2022– May 2024)

Bachelor of Management Studies (Finance) — Mumbai University (June 2018– May 2021)

CERTIFICATIONS

- Foundations of Project Management – IIM Bhubaneswar
- TCS Career Edge – Soft Skills

INTERESTS

Playing Cricket | Playing Tabla | Listening Podcasts