

Name : Archana katare
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Career Objective

To gain experience in the field to accounting also utilize my skill, in order to increase productivity of organization & individual growth.

Professional Experience

Current Employer:-

Organization : Infosys BPM Limited, Pune.
Duration : 29 July 2019 to till date.
Department : F&A (AP – Accounts Payable)
Designation : Assistant accountant
ERP used : SAP

Role:-

- Monitoring overall functioning of processes ensuring compliance to the agreed SLA levels.
- Assessing customer feedback, evaluating the improvement areas & providing critical inputs.
- Interacting with various departments within the organization to gain support /resolve issues.
- Familiarize the team with the customer needs, specifications, design targets, the development process, design standards, techniques to support task performance.

Process Responsibilities:-

- Worked on ERP SAP R/3 version FI module and have sound knowledge of SAP R/3 in Accounts Payable.
- Maintaining Smooth flow of day to day activities of the Accounts Payable as per SLA.
- Performed the day to day processing of vendor invoices (PO and non PO) to ensure that payment made accurately and timely.
- Taking action on parked invoices to get them posted.
- Sending invoices for approval as per the updated RBAM(Rule Based Authorization Matrix).
- Creation and Verification of Payment Proposals critically identified (Including ICA payments)
- Preparing Rush Payments for the overdue and urgent invoices.
- Running BT Macro and Exception uploading payment on CITI portal.
- Uploading manual payments via CITI and HSBC online banking.
- Finding the payments status in IHB portal (Treasury-In House Bank)
- Booking outgoing payments and Return Payments from Bank Statement
- Raising request to changes in vendor master data.
- Vendor reconciliation (Clearing invoices and CN (deduction) from vendor account)
- GL reconciliation (Review booking on GL account and do the clearing of returned and rejected payments from GL).
- Taking Actions on Rejected payment from IHB and Return Payment from vendor's Bank.
- Effectively address client queries with timeliness and accuracy.
- Handling issue of vendor query on Sector query tool.
- Take care of the month end closing activated (MEC)
- Preparing all monthly and ICS reports for assigned company codes

Reporting:-

- Daily reports (Exception report, BT Report, VAM Report)
- Weekly reports (Workflow reports, Debit balance report & blocked item report)
- Monthly reports (ICS reports 351,178 and 64).

Technical Skill

- **Operating System** : Windows 10
- **Accounting Package** : SAP
- **Packages** : MS office (Excel, Word, Power Point)
- **Tools** : SQ tool, Banking portal, Oscar tool, Share point, IHB Portal.

Computer Skills:

- Certificate in MS-CIT, Tally (ERP 9)

Educational Qualification

Degree/Certificate	Institute/ University	Year	Percentage %
M.com	D. Y. patil Pune /Pune University	2018	63.75.00%
B.Com	Atpadi college Atpadi / Shivaji University	2016	50.50%
HSC	Atpadi college Atpadi /Maharashtra Board	2013	52.50%
SSC	S. V. D. Girls high school, Atpadi	2011	65.75%

Personal Details

Name : Archana Sukhadev Katare
Date of Birth : 29/11/1994
Address : Plot no.163, Sectno.27/A, Nigdi, Pradhikaran Pune
Gender : Female
Marital Status : Single
Languages Known : English, Hindi, and Marathi.

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Date: -

Place: - Pune

Archana Katare