

AMOGH A. PATIL

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WORK EXPERIENCE (March 2020 – Present)

Company: Arthur J Gallagher

Team: Accounts Payable

Position: Process Analyst

- Reconciling insurance policy documents in system softwares to ensure timely payment of due items.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Paying clients due amounts and ensuring payment is received for outstanding credit; generally responding to all client enquiries regarding finance.
- Liaising with clients.
- Review invoices for appropriate documentation prior to payment.
- Reviewing and verifying invoices and cheque requests.
- Sorting, coding and matching invoices before setting them up for payment.
- Ensuring the correct supporting documentation is available for audits.
- Assist senior financial officers as needed.
- Continuing to improve the payment process.

EDUCATIONAL QUALIFICATION

MBA (2017-2019) KLS Gogte Institute of Technology Autonomous Institute under VTU Belagavi, Karnataka	CGPA: 7.75
B.COM (2014-2017) KLS Gogte College of Commerce Belagavi, Karnataka	Percentage: 70%
PUC (commerce) (2012-14) KLS Gogte College of Commerce & Science Belagavi, Karnataka	Percentage: 70.5%
SSLC (2012) G.G.Chitnis English Medium High School. Belagavi, Karnataka	Percentage: 75.84%

SUMMER INTERNSHIP PROJECT

A study on Employee Engagement at CarePro Global

TECHNICAL SKILLS

- Proficient at Microsoft Office (mainly word, excel and PowerPoint)
- Tally ERP
- Overall excellent computer skills
- Accounting and analytical skills

INTERPERSONAL SKILLS

- Ability to smoothly communicate with people
- Team player
- Self-confident
- Handle work under pressure

CERTIFICATION

- Pass with Merit in Cambridge English Assessment

SPECIALIZATION

- Finance
- Human Resource

PERSONAL PROFILE

- Date of Birth: 20.08.1996
- Languages: English, Hindi, Kannada, Marathi.
- Nationality: Indian
- Residential City: Belgaum, Karnataka.

DECLARATION

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

(Amogh A. Patil)