

## CURRICULUM – VITAE.

Mallika Shekhar Shetty  
Sr No 21/2, House No 2/461,  
Near Nyati Meadows,  
Sainikwadi, Vadgaonsheri,  
Pune - 411014  
Email: [Mallika.shetty.in@gmail.com](mailto:Mallika.shetty.in@gmail.com)  
Mobile: +919673252778

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### Carrer Objective:-

Interested for a job where I can invest my endeavors, professional experience and educational qualifications to develop my interpersonal skills and to serve the organization with my best support and collaboration.

### Working Experience: -

B.COM With 5 years of professional experience in F&a (AP)

➤ **Currently working as, a Senior Account Officer (AP) with Wipro Ltd.**

(From March 2014 to till, Date)

- 1 Dynamic and result-oriented professional, offering over three years of experience across Accounts Payable & Finance on SAP along with Microsoft Office & Tally.
- 2 Creative strengths in designing innovative Accounting policies to generate a sense of affiliation among the working motivating to contribute their best efforts to realize company's objectives.
- 3 Received many Awards for Outstanding Performance along with highest Ratings.
- 4 Received client award for best performer.
- 5 Successfully completed Transition from Europe base Client.

### **AREAS OF EXPERTISE**

● ACCOUNTS ● FINANCE ● SAP ● COMPUTER SOFTWARE

### Current Position Deliverables

#### **Finance & Accounts:**

- Responsible for verification and processing of Employee expenses and Invoices (**both Purchases Order and non-purchase order invoices**) and credit notes
- Ensure timely processing and accounting of intercompany invoices, debit notes and credit notes
- Review and validate the transactions/ details entered in the system by team members related to Invoice processing (Debit & credit notes processing)
- Handle the task of monitoring the status of discrepancy invoices and resolving of the same.
- Assign tasks to team members on daily basis based as per priority and resource availability.
- Responsible for Payment Run (Both automatic and manual payment run in SAP)
- Responsible for verification and processing of Employee expenses reports.
- Month end Closing and provide general support to the Accounting Department.
- Works with onshore team and vendors to solve invoicing issue if any.
- Communicate with purchasing department on open items.
- Ensure resolution of various issues and queries by raising the same to local units, departments
- Daily, Weekly & Monthly M.I.S Reporting & Publishing Dashboard as well active participation with the client call.

- Coordinates with vendors regarding remittance details and payment issues
- Works closely with internal customers and vendors to solve invoicing issues, if any.
- Respond to Email queries and involved with the mailbox team for the settlement of Queries.

### **Academic Credential**

- (a) B. Com from Pune University, Pune (2009-2012)
- (b) HSC from Maharashtra board, Pune (2007 - 2009)
- (c) SSC from Maharashtra board, Pune (2007)

### **Computer Proficiency**

MS Office 98, 2003, 2007, XP, SAP.

### **Strengths: -**

- Participate in team bonding activities
- Result Oriented, Motivator.
- Innovative, value adder & troubleshooter,
- Optimistic & team player.

### **Personal Details**

- Father's Name Shekhar Shetty
- Date of Birth 03<sup>rd</sup> June 1991
- Language Known English, Hindi, Marathi and Kannada

### **DECLARATION-**

I confirm that the information provided by me is true to the best of my Knowledge and belief.

Place – **Pune (Maharashtra)**

**MALLIKA SHETTY**