



Harshad Jaywant Shelke

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Harshadshelke9769@gmailcom

Accounting (Payable & Receivable)

PERSONAL SUMMARY & CAREER OBJECTIVE

Seeking a challenging position to utilize my skills and abilities in the field of quality control assurance dept.

A professional growth with an oriented, innovation & flexible.

More than 4 years of experience in Accounting with the help of SAP FICO and ERP as well as HANA & Tally ERP 9.2

AREAS OF INTREST

MUSIC

- Composer
- Poet writer

ACTIVITY

- Cricket
- Football



CLIENTELE

- India's Second largest and best network company.
- Sixth largest mobile network operator in the world



CLIENTELE

- Large Scale Industries & Manufacturers.
- World 2nd largest terry Towel Manufacturing com.
- Manufacturing plant located at Vapi, Anjar & Kheda.

KEY SKILLS ANDCOMPETENCIES

- Account Analysis, Receivable and Payable
- Proven Track Record of all the vendor ,received and payable and E-com with the help of SAP, Excellent Communication skills, department co-ordination
- Sorting out incoming and outgoing daily post and answering any queries.
- Accuracy and efficiency when completing data entry task.
- Effective verbal and listening communication skills

Reliance Jio Infocomm limited

Senior SCM & FC&A 24th January 2019 to Currently Working.

JOB RESPONSIBILITIES (Payable)

- Creation of service entries in SAP System about Processed up to 2500 to 4500 invoice a month.
- Generating and balanced accounts payable reports to vendor statements
- Reconciliation on vendors outstanding
- Amendment of purchase order & Maintaining records of rate approval in System
- Daily, Weekly & Monthly MIS reports.
- Data verification received from Portal & Timely invoice process
- Correspondence & Telephone Communication with different stake holders for Ebiz generation and queries.
- Processing intercompany Transportation Billing for RJIL, RRL & RRLJ to analysis the receive data and make it proper format.

Welspun Global Brands Pvt Ltd.

Senior Finance Executive— 18th August 2017 To 28th April'2018

JOB RESPONSIBILITIES

Receivable

- E-Com Portal (Flipchart, Paytm, Paperfry, CC Avenue)
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables.
- Updating of payment status in SAP
- Commission Invoice Booking.
- SO Releasing.
- Payable
- Made process of Every Wednesday Vendor Payment.
- Process 2 way and 3 way PO matching invoices utilizing the designated Finance accounting system.
- Generated and balanced accounts payable reports to vendor statements
- Monthly MIS Working (Balance status of GRN, Invoice, Payments of Vendor)
- Inter Reconciliation.

Chembond

CLIENTELE

- Small Scale Industries & Manufacturers.
- Water Treatment Plants

Mahindra
Rise.

Mahindra Global Galleries

- Authorized Dealers of Mahindra range of vehicles.



Chambond Solenis Water Technologies Ltd

Accountant Assistant - 15th Dec' 2014 to 07th April' 2017

JOB RESPONSIBILITIES (Payable & Receivables)

- Impress Voucher Expenses Half monthly & Monthly.
- Process 2 way and 3 way PO matching invoices utilizing the designated Finance accounting system.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- C-form & Payment Collection (Outstanding)
- Employee mobile bill's (Reliance & Vodafone)

Mahindra Global Gallarie Agencies Pvt Ltd.

Account Assistant 1st November, 2013 to 31st October 2014

JOB RESPONSIBILITIES

- Receivable and Payable
- Handling Petty Cash (Vouchers)
- Venders Invoice Entry
- MIS Handling (Daily report)
- Tally 9.2 (Receipt, Payment & sales Entries)

APPRECIATIONS

- Cashier of the month 2 times in Global Galleries.
- Monthly C-form collection over the 5 To 8 Core.
- Shining Star for the month of March 2018.
- Shining Star for the month of December'2018.

OTHER CERTIFICATIONS

- Basic knowledge about computer (Microsoft Word, power point, Excel & outlook)
- 68% in COA MS-OFFICE & Tally in year 2010.

CERTIFICATIONS

- Master in Management Studies – Finance 2017
- Bachelor in Commerce in 2012-13 with 54.28%
- H.S.C in 2009-10 pass with 50.17%
- S.S.C in 2007-08 pass with 52.30%

Industrial visit {Domestic IV -Silvasa & International IV -Dubai}

- Sterling (Generator Manufacturer) & Alok industries (Textile industries)
- Attended student exchange program at American university in Dubai & Skyline University, Sharjah also had Interactive discussion on Presentation. "Business Mantra & Globalization"
- Visit Chilly Willy Food factory, Dubai & Khalifa industries Zone Abu Dhabi (KIZAD)

Undertaken

- Summer Internship –financial Planning & strategy (Maruti udoyg Ltd.)
- Final Year Project – Demonetization & its effect on Different Sector.

PERSONAL DETAILS

201, Kolshet upper Village, Post Sandoz baug, patil Ali, Ramachandra Shelke, Niwas, thane (W) 400 607.

Passport No.: P2028145

DOB: 05th March, 1993

