

Photo

Sagar Kishor Satpute

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SKILL SET

*Finance & Accounts
Accounts Receivable
Accounts Payable
Treasury Management
Reporting & Documentation
Reconciliations
Vendor Management
Audits & Compliance
Making P & L Statement, Budgeting &
Planning.
Purchase management*

Middle Level Professional

*Targeting challenging assignments in **Accounts, Purchase and Administration** with an organization of high repute
Industry Preference: Manufacturing / IT
Location Preference: Pune*

PROFILE SUMMARY

A goal-oriented professional with **over 8.5 years** with 2.6 year work experience in SAP FICO Finance & Accounts, Accounts Payable and Accounts Receivable, MIS Reporting, Revenue Collection, Handling Treasury.

- Expertise in managing day-to-day commercial, cash, cheque & accounting functions in coordination with internal / external departments for smooth financial operations
- Experience in examining the financial statements for accuracy and correcting the detected disclosures.
- Preparing Profit & Loss Statement with Budgeting & Planning.
- Skills in administering cash flows & debtors detail age wise billing and preparing monthly P & L statement
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organisational capabilities.

WORK EXPERIENCE

Lavazza Fresh & Honest Café Ltd, **Location**
Sr. Executive Accounts

Aug'17 - Present

Team Size: 2

Uniglobe Air Travel Bureau Ltd., **Location**
Account Executive

Mar '16 - July'17

Team Size: 3

Make My Trip India Pvt Ltd, **Location**
Executive Accounts & Finance

Mar'14- Feb'16

Country Club India Ltd., **Location**
Accounts Executive

Mar'14 - Feb'16

Team Size : 4

Key Result Areas:

- Supervising the entire gamut of operations including day-to-day processing of Accounts Payable & Account Receivable transactions to ensure that organisational finances are maintained in an effective, up-to-date and accurate manner
- Vendor Invoice processing with PO & GRN based.(MIRO)
- Verifying that transactions comply with financial policies and procedures
- Receiving and verifying invoices and requisitions for goods and services; assuring that procedures pertaining to sign-off, coding, scanning and payment are followed
- Ensuring that all payables are entered accurately into the accounting system, including a thorough description of each item

- Reviewing check requests and supporting documentation for accuracy
- Handling Petty Cash with maintaining monthly Cash certificate.
- Having experience of preparation for LC document & certification for Import & Export .
- Monthly customer billing & preparing age wise billing statement
- Achieving Monthly revenue collection target.

Significant Accomplishments:

- Processed an average of [450 customer invoices](#),
- Managed monthly reconciliation of approximately [10 major](#) customer accounts

ACADEMIC DETAILS

- M.Com. from Ness Wadia College of Commerce, [Location, Pune University](#) in 2006

Other Course

- Diploma In computer Application [Institute, Location Pune](#) in 2003

IT SKILLS

- SAP FICO
- Tally ERP 9.0
- Navision (Citrix) Accounting Software
- Yatra Accounting Software
- Excel, Vlookup, Pivot Table.,PPT

PERSONAL DETAILS

Date of Birth: 11th MAY 1984
Languages Known: [English, Marathi And Hindi](#)
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SAGAR K. SATPUTE