

PRITESH PRALHAD MORE

R/No. 202 J C HERITAGE , Sane chowk, Chikhali, Akurdi 412114
8452064067 | priteshmore88@gmail.com

CAREER OBJECTIVE

To the growth of the organization using my acquired knowledge and skills in the field of finance which provides a challenging work environment that stimulates and enhances my growth as professional.

EXPERIENCE

- **Time Legend IT AND HR CONSULTING SOLUTIONS** 06.12.2017 - Till Date
Executive
Uploading Rates In System
Uploading POs In System
Generating Invoices In System
Dispatching Invoices
Reimbursement Regrouping Activity (Month End)
- **INFOSYS BPO LTD** 27.06.2016 - 09.10.2017
Sr Executive
Audit of Invoices and Documents
Reconciliation of Customer Account
Research and Correct Discrepancies
Maintain Billing System
Accounts Receivable
- **TALSONS MOTORS PVT LTD** 25.11.2015 - 18.06.2016
Sr Executive
Accounts Receivable
Accounts Payable
Reconciliation
Delivery Of Vehicle
Coordinatio With Sales Team
Audit of Invoices and Documents
Reconciliation of Customer Account
Research and Correct Discrepancies
Maintain Billing System
Accounts Receivable
Accounts Payable
- **Mahendra Logistics Limited** 03.03.2014 - 24.11.2015
Commercial Executive
Reconciliation of Customer and Vendor Statement
Respond to all Vendors and Customers query and mail
Review AR Aging
Maintain AR Customer Files and Records
Process Adjustment
Handling Documentation Process For Opening New Vendor Code and Agreement
Taking AR and AP Process

EDUCATION

- **YTIMSR**
Post Graduation In Business Management
66.95
2011
- **Birla College, Kalyan**
B. Com Accounting and Finance
59
2009

- **Mumbai University**
HSC
61
2005
- **Mumbai University**
SSC
55.33
2003

TECHNICAL SKILLS

- Computer Knowledge Ms-office

PROJECTS

- **Branding and Promotion** 30 Days

ACHIEVEMENTS & AWARDS

- Awarded by customer as excellent employee by Thermax Ltd

INTERESTS

- Accounts Receivable/ Payable

PERSONAL STRENGTHS

Positive attitude
Willing to learn new things
Good grasping power
Always ready for challenges
Committed

PERSONAL PROFILE

- Date of Birth : 06/05/1988
- Marital Status : Married
- Nationality : Indian
- Known Languages : English, Marathi, Hindi
- Hobby : Making fun with friends Outings with family members
- Passport : No



PRITESH PRALHAD MORE