

Mrs. Aditi Athalye

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Administrative support professional offering versatile office management skills and proficiency. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality

SYNOPSIS

- ⇒ More than **Nine years** of extensive experience.
- ⇒ Completed **PMF Process excellence certification**
- ⇒ Excellent ability to **gather and analyze statistical data** and **generate reports**.
- ⇒ Profound **database management** skills.
- ⇒ Great knowledge of **general accounting principles**.
- ⇒ Remarkable ability to **communicate electively**, both orally and in writing.
- ⇒ Complete knowledge of **supplies, equipments and services** ordering and **inventory control**.
- ⇒ Exceptional **record maintenance** skills. Excellent ability to solve problems. In-depth **receptionist skill**
- ⇒ **Effective communicator** with **excellent negotiation skills** & strong **leadership qualities** with analytical power.

Academy -Education/ Qualification

- B.com** : **Bachelors of Commerce from Pune University**
- Diploma** : **Financial Services from Indsearch in the year 2003.**
- NCFM** : **NSE's National certificate in Financial Markets.**
- SAP** : **FICO finance basic course**

EXPERIENCE in brief

1. **Administrative:** Adeptly handle administrative matters including screening calls, managing calendars, and planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
2. **Communications:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
3. **Computers:** Expert user of Microsoft Office; quickly learn and master new technology
4. **Office Management:** Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
5. **Travel Logistics Management:** Coordinate a busy travel calendar. Ensuring all events are successfully executed.
6. **Service Focus:** Adapted to diverse work styles and consistently provided friendly, personable service
7. **Meeting Support:** Arranging meetings, conference calls, Skype calls etc.

Amdocs India

Admin Assistant – Since 2015 – Till date

- **Schedule and coordinate meetings, appointments, and travel arrangements** for supervisors and managers
- Arranged **on- and off-site board meetings** and visits from business collaborators overseas. . Arranging PMP meetings with directors.
- Managing **expense report** for the Directors and managers.
- Attending managers meeting and **taking the MOM's** and updating the same.
- Helping HRC in **budget planning** and keeping record of the **Budget codes**.
- Created **spreadsheets** and **PowerPoint presentations** for customer meetings.
- **Maintaining space data** for all the BU's and help them in space Issue.
- Keep **record of the agreements** with Vendors.
- Maintained **company-wide database** with record of all key memos sent, organized by project and manager.
- Served as **liaison** between executive **staff** and **external service providers**.
- Closing working with the **Cafeteria team** for setting up the menu of Breakfast for entire company.
- Following up with the Vendor for the **Invoice** and make **the Payment** on timely basis. Maintaining the MIS for cafeteria.
- Managing the entire floor. Monitoring floor with the **Facility team**, doing the **space Audit** on monthly basis. Updating the same in Planer and maintaining the same **in Excel**
- Helping hand in **EHS activities** like updating the floor Marshall List in excel.
- **Done training from Process Excellence in house for MOOC.**

Seed Info Tech Pvt Ltd

Jr. Exe: Operation & Administration – Dec 2013- July 2015

- Performs **routine administrative** duties.
- Preparing the **outstanding report**, Responsible for **credit collections** on all 17 accounts by contacting the customer by phone, e-mail and written correspondence, **determine payment schedules** with customers
- Manage and resolve **customer inquiries**
- Performed **daily reconciliations**, preparing the **salary reports** customer wise, **calculating leaves** as per company policy.
- Regularly **updating internal reports (Daily Productivity, Client wise Individual wise)** and forward to head office.
- Maintaining **stock of stationary**, providing **stationary on requirement**.
- Implementing **admin policies & procedures** to improve efficiency.

- Responsible to **manage** and **assist pantry staffs**, delivery & **logistics staffs**. Handle Tickets & **Travel arrangements**. **Transportation and Security**.
- **Support & Coordinate** with **various departments** to get work done on time.
- **Entering data** accurately in **database** and **Excel spreadsheets**.
- Ensuring documents meets required quality standards.
- Prepare customer's statements, **bills and invoices**.
- Preparing and maintaining **customer account reconciliation** schedules using Excel.
- Maintaining **records of PO, Agreement**.
- Interacting with Client for **Renewal of PO Agreement**.
- Performing different tasks that include **posting cash receipts**, Maintaining **Petty Cash expenses**, **MIS reports**, tracking of bills, **follow up for payments**.
- Responsible for **credit collections** on all accounts by contacting the customer by phone, e-mail and written correspondence.
- Supervising all **administrative functions & Housekeeping**.
- Issue of ID Cards, CUG Mobile Connections.

SUNGARD SOLUTIONS INDIA Pvt. Ltd.

Designation- Admin & Finance Executive.

Being a part of transition team, travelled to UK (London) for process migration with the team.

Role

- Perused training in **UK GL process**, fixed assets, prepayment, bank reconciliation
- After getting complete knowledge of the **UK process trained other team members**.
- Working on **Bank Reconciliation** on daily basis.
- To **co-ordinate with AP & AR** team for the open items and submits month end bank reconciliation reports.
- Worked for **account allocation** and **fixed asset reconciliation**.
- Prepare **customer's statements**, bills and invoices,
- Preparing and maintaining **customer account reconciliation schedules using Excel**.
- Keep track on the **payment process**. Whether the Invoice is paid on timely basis.

U.A. Information Systems Pvt. LTD

Designation: Financial Analyst

Role

- **Handle BRS** on daily basis for 60 accounts. Passing **Journal entries** were ever required. Maintaining the outstanding report for pending items and reporting the same to US office Preparing proposals for training programmes
- Downloading the **Invoices** from the system, taking the printouts, **allocating the invoices** to the respective team members based on the Entities.
- **Processing the Invoices**: Sorting the Invoices Commodity wise, entity wise. Verifying the Invoices as per guidelines, entering the Invoices in the system through customized software

- **Calculating the Tax** wherever required according to **US Standards**. **Checking the Invoices**, authorizing the correct Invoices for further approvals and rectify the required Invoices. Resolving Queries related to Invoice Processing. **Coordinating with US office** for the unprocessed Invoices by Emails or through calls.
- **Reconciling the General ledger** for all the commodities Accounts.
- **Provide training** to New Joinee for 1 Month with one week on floor support.
- **Maintaining the Invoice tracker** to check whether the bills are entered month to month base. For Missing bills taking appropriate action. Also maintaining the **Consumption report** for unit wise and rate wise calculation.
- Use to **process 100 to 150 Invoices daily**. Submit the daily report for the Invoices processed on daily basis.
- Keep track on the **payment process**. Whether the Invoice is paid on timely basis.
- **Income statement analysis** through variance for each Building Separately and for the Entity Consolidated.
- Making **WIP Reconciliation** on Monthly basis both Job wise and Entity wise. Passing Positive and negative entries wherever required.
- **Processing Payrolls**.

Principal Financial Group

Principal Global Svc Pvt Ltd is the captive of PFG working for 401k-pension plan for the U.S client

Designation: Process Associate

Role:

- **Roll over** from one financial institution to another institution.
- **Updating member information** into the system.
- **Cash processing**. other pension provider products like hardship as well as loans for the clients.
- A detail study about the dividend to be paid out to the clients for any **Retro created by the Associate**
- Checking **loan application**
- Coordinating with other Branches for the client eligibility
- **Supporting clients** for online trading
- Catering to **various customer needs** on daily basis

Tata Finance Ltd:

Designation: Back office associate

Role:

- Worked as **Back office associate** for the **two-wheeler division**.
- Handled **Bank reconciliation** for all the branches of Tata Finance Manpower planning as per the business plan.

PERSONAL DETAILS

Date of Birth : 5th Feb 1982
Languages Known : English, Hindi, and Marathi
Marital Status : Happily married
Passport : Yes
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