

## SANJAY PANU

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### Objective

Dedicated and experienced accounting professional with proven success in managing finances, Seeking an opportunity to use my experience.

### Experience

- **Tech Mahindra (Noida)** 07/10/2019 - 18/12/2020  
Senior financial executive
  - Month end reports: Intercompany journals, PO clear down, Debit balance, Board reports, Monthly forecasting and Budgeting.
  - Ensure price and quantities of supplier's Non PO invoices and obtain approvals from client before processing.
  - Ensure vendor pricing is accurate and prepare a weekly reconciliation.
  - Making payments to vendors by scheduling pay checks and ensuring payment is received for outstanding credit.
  - Assisting auditors with monthly, quarterly and yearly reconciliation by providing necessary document.
- **Jbm group (Uttrakhand)** 01/01/2018 - 31/07/2019  
Junior executive
  - Process GST invoices and E-Way bills for ITR using SAP.
  - Making daily finish goods report, provide details to other supervisors and manager.
  - Maintain contact with all client as well as outside vendors regarding any aged debt.
  - In addition to balancing the budget and other bookkeeping duties, supervise and maintain employees work schedules.
  - Assisting auditors with monthly payment and audit reports.
  - Checking all received material and making GRN as per received quantity.

### Education

- **Kamoun University** 2016  
Bachelor in commerce
- **Gen bc Joshi army public school** 2013  
High School

### Skills

- Office Application : Navision
- Office Application : SAP
- Microsoft office

### Declaration

- "I do hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."