**ROMADAS**

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**E-Mail:** romadas3@yahoo.co.in

In quest of challenging opportunities in the domain of **Accounts Payable Team Leader, Sr. Finance & Accounts Executive and Data Analyst** with leading organization of repute

# OBJECTIVES

ϕ To strive with the challenges, create opportunity to learn, excel and leave behind the best impression**.**

ϕ Convincing ability, Communication skills and Coordinating ability help me in achieving results through team effort**.**ϕ Concern for quality, standards and deadlines.

# ABRIDGEMENT

ϕ A focused professional with over 11.2 years of experience in **Data Analysis** and **Client Relationship Management.**

ϕ Worked with **AOT India Pvt. Ltd, MUMBAI** as **Accounts Payable Team Leader**.

ϕ Worked with **SERCO PLC, MUMBAI** as **Sr. Accounts & Finance Executive**.

ϕ Associated with **CMC Ltd., MUMBAI** as **Business Associate.**

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| **WORK EXPERIENCE** |  |  |
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| **4 years** | **AOT India Pvt. Ltd** | **Accounts Payable Team Leader** |

## Key Deliverables

* Manage the Daily & Monthly reporting requirements.
* Provide training to all staff, approachable to their questions & learning style to ensure each staff member knows how to do what is required of them and are working through efficiently.
* Develop the team’s credibility throughout the business through effective engagement and high quality outputs.
* Review, investigate, delegate, resolve on a daily basis email queries (Client queries) ● Perform ad hoc duties as directed by AP Process Head.
* Reconciliation of supplier statement and following up for the outstanding invoices. ● Problem solving ability

## Project Details

**Project Name: APX Travel Management (New Zealand)**

**Duration: 01/03/19 to 31/03/23**

**Description: Accounts Payable Team Leader**

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| **4 years** | **AOT India Pvt. Ltd** | **Accounts Payable Officer** |

## Key Deliverables

* Ensuring that all invoices are entered in the system.
* Investigating and resolving any discrepancies.
* Reconciling statements to ensure that any outstanding items are paid.
* Effectively handling supplier queries.
* Payment released to supplier.
* Knowledge of Accounts receivable – Client card charging and client queries.

## Project Details

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**Project Name: Government Services Department (Melbourne – Australia) Duration: 16/04/15 to 28/02/19**

**Description: Accounts Payable Officer.**

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| **1.10 years** | **SERCO Global Services** | **Sr. Finance & Accounts Executive** |

## Key Deliverables

* Issue Resolution Analyst at GMI - Accounts Payable Operations.
* Receiving Multiple Invoices via SAP from our Client’s Vendor and making the payment as per payment terms.
* Interacting with the Clients and Vendor in order to resolve the issues related to invoices.
* Providing End-to-End services for accounts payable.
* Indexing, Processing Invoices into the system, respond & resolve the Internal/External

Queries/Complaints for our client’s Vendors.

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## Project Details

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**Project Name: General Mills – Issue Resolution Analyst (IRA).**

**Duration: 05/2013 to 03/2015**

**Description: Accounts Payable Operations.**

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| **1.4 years** | **CMC Ltd., MUMBAI** |  |  | **Business Associate** |

## Key Deliverables

* Providing service for acquiring, managing, manipulating, and analyzing data and report results.
* Identifying the Critical Data like Report date, Brokers name, Analyst name, Scaling Factor, Per share data, Non-per share data, Report type, Estimated years, Actual year.
* Analysing the Core Data comprising of 30 measures and also preparing reports of data duplicates or other errors to provide ongoing appropriate inter-departmental communication.
* Monitoring and providing timely and accurate completion of select data elements
* Coordinating with others, interpret data and developing recommendations based on findings and also maintaining databases and data systems necessary for projects and department functions. ● Applying attributes to specified measures and also escalating Data which are not required.
* Taking care of data entry, either manually or using scanning technology, when needed or required.

## Project Undertaken

**Project Name: Data Analysis of Financial Reports (Bloomberg Project)**

**Duration: 10/2010 to 04/2012 Description: Analysis of Financial Reports.**

**Achievement:**

● Employee of the month for excellent performance.

# IT SKILLS

● Worked on Amadeus, Tourplan, Kofax (Tour operating software), SAP ERP Production and well versed with Windows, Basic Excel, MS Office and Internet Applications.

# ACADEMIA

**2012 M.Com** from Mumbai University

**2010 B.Com** Mithibai College with **75.71%**

**2007 12th**from **Mithibai College** with **77.5%**

**2005 10th** from Shree Nutan Vidya Mandir High School, Maharashtra Board with **77.33%**

# PERSONAL DATA

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| **Date of Birth:** | 3rd March 1990 |
| **Languages Known:** | English, Hindi, Marathi and Bengali. |
| **Permanent Address:** | A/301, Amrutbaug, Manisha nagar gate no.3, Kalwa west, Thane - 400605 |
| **Strengths**: | Positive attitude, Keen and Quick learner, Multi-tasking, Achievement oriented, Calm and composed. |