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## **Objectives:**

To pursue a challenging fulfilling career & strive to obtain the zenith in the field of Finance / Accounts / Payables

## **Summary:**

- Excellent communication & knowledge of computers.
- Eager to learn.
- Ample willpower & concentration ability.
- Honest & Hardworking.
- Desire to succeed.

## **Total Experience:** 11 Year's & 7 Month's

- 4 Year's & 11 Month's in **KROLL** (formerly known as **Duff and Phelps**)
- 3 Year's & 7 Month's in **Accenture**.
- 2 Year's & 10 Month's in **IGATE**.
- 7 Month's in **Divine Steelage Pvt. Ltd.**

## **Job Description & Responsibilities:**

**(KROLL)** formerly as **Duff & Phelps**      **Duration:** 29-Jul-19 to Present

**Designation:** Accounts Payable Senior Associate      **Project:** Finance / Accounts Payable

### **Responsibilities:**

- Oversee daily A/P processes, supervise A/P clerks, manage vendor/supplier relations, and oversee the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.
- Ensure payments of invoices, expense reports and check requests in a timely and accurate manner.
- Process high volume of invoices with accuracy and efficiency, meeting tight deadlines
- Managed vendor inquiries and reconciled statements, ensuring timely resolution of issues.
- Reconcile vendor statements researched and identified for discrepancies.
- Conduct monthly closing process, accruals, and journal entries.
- Verify accuracy of incoming invoices and discover errors to save overpayments.
- Maintained files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Help with quarterly and year-end financial audit activities and the annual reports.
- Assess current practices, procedures and make recommendations for improvements.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.

## **Job Description & Responsibilities:**

**Accenture** (Process: II)

**Duration:** 15-Aug-17 to 19-Jul-19

**Designation:** General Accounting Ops Analyst

**Project:** Master Data Maintenance

### **Responsibilities:**

- Transition activities smoothly from client side to the team as per the timelines.
- Identify process inefficiencies and implement process improvements to save time and manual intervention.
- Forecasting reports to the Service Delivery team for status of production activities as per the Service Level Agreement.
- Auditing of tasks performed by team members to maintain quality outputs and standards.
- Coordinating with Clients via meetings or calls for discussion on status / improvements for maintaining quality standards.
- Establishing a sense of togetherness & thrusting team to acquire the desired outputs.
- Collaborate with Purchase to Procurement team for efficient handling of the supplier accounts.
- Resolving or tackling production issues or queries faced by team.
- Creation and Modification of Chart of Accounts (Cost Center, Account, Product Category & Intercompany) in Oracle and SAP.
- Issuing Corporate Travel and Purchase Credit Cards to the company associates.
- Handling queries of associates related to the Corporate Credit Cards.
- Vendor Data Management in Oracle and SAP.

### **Client / Process Recognitions:**

- Star of the Business award for creating value for Clients through business outcomes.
- Ideator award for submission & implementation of process improvement ideas.

## **Job Description & Responsibilities:**

**Accenture** (Process: I)

**Duration:** 21-Dec-15 to 14-Aug-17

**Designation:** Transaction Processing Associate

**Project:** Purchase to Procurement /  
Accounts Payable

### **Responsibilities:**

- Supplier's finance / non-finance data management in SAP.
- Coordinating with Invoice / Payment team for efficient start to end handling of the supplier accounts.
- Resolving or tackling any of the issues or queries faced by the suppliers / team.
- Submission of monthly reports for the team on timely basis.
- Allocation of work and Assigning activities to the team for deliverables.
- Scheduling meetings & sessions for discussion on status / improvements for maintaining quality standards.
- Introducing, Submitting & Implementing process betterment ideas or strategies.
- Compiling the service delivery information & submission to the clients on calls.
- Establishing a sense of togetherness & thrusting team to acquire the desired outputs.
- Participating & Handling recruitment related activities for the teams.

## **Job Description & Responsibilities:**

**IGATE** now known as **CAPGEMINI**

**Duration:** 15-Oct-12 to 28-Aug-15

**Designation:** Senior Associate

**Project:** Vendor Management

### **Responsibilities:**

- Vendor's finance / non-finance information load in the oracle ERP R11 / R12
- Coordinating with business to gather for missing information related to the vendors.
- Troubleshooting any queries related to vendors faced by business or the vendors itself.
- Providing a daily summary / status report to the client by presentations or email.
- Handling of multiple region wise projects and successfully delivering the assigned tasks as per the timelines with efficiency and accuracy.
- Reconciliation of the financial transactions & accounts for payments
- Managing and allocating the team as per their capabilities and limitations effectively to provide the required outputs / targets for timely deliverables.

**Divine Steelage Pvt. Ltd.****Duration:** 01-Jun to 31-Dec-11**Designation:** Accounts / Admin / Office Assistant**Responsibilities:**

- Preparing of Excise Bills, Tax Invoices & Challans for Imports & Exports
- Verification of the Bank records with the receipts, Payments & Cash Vouchers
- Managing the periodical payments such as Electrical, Office & Telephone Charges
- Travel Management of the Companies Directors
- Attendance and productivity tracking of the all the employees.

**Technology:**

Microsoft Office, Tally, SAP, Oracle, R12, Lawson, Microsoft Dynamics, XFA, Udyog Excise

**Qualification:**

<b>Degree</b>	<b>University</b>	<b>Year of Passing</b>	<b>Percentage</b>
M.Com - II	Mumbai	2013	56
M.Com - I	Mumbai	2012	57
B.Com.	Mumbai	2011	60
H.S.C.	Mumbai	2008	67
S.S.C.	Mumbai	2006	70

**Additional Certificates:**

- Tally
- Airline Diploma from KUONI
- MS-CIT

**Languages** English, Marathi & Hindi