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Professional Summary

- A result oriented professional with 4 plus years of experience in developing and managing accounts and finance process.
- Self-motivated and continuous improvements with streamlining of accounting and reporting processes with an aim to reduce time and efforts.
- Executed unified process and initiatives that improve service criteria.
- Conducted business operation in compliance with standard policies and regulations.
- Expertise in to achieve Credit Term from supplier & to collect old payments like bad debts from customers.
- Skilled professional in ERP systems such as NetSuite.
- Obtained Two Months Accounts Training in Singapore.
- Obtained “**You Are An ACE**” Award 2019
- Obtained “ Employee Of The Year” to recovered the Bada Debts from customer

Career History

Global Electronics Manager-Accounts & Finance

Dec 16 – Till

Working as **Manager-Accounts & Finance** for Singapore Based Companies.

- Hands on experience in Accounts payable process with 100% accuracy.
- Handling financial transactions i.e RTR / OTC, end to end accounting operations this includes Assisting Financial Reporting and Consolidation with month-year end close processes & data requirements
- Budgeting and planning to manage Fund within various currency accounts according to Inflow – Outflow of payments.
- To check / avail Credit Terms from International as well as local Suppliers.
- Strong domain experience in Accounts Receivable.
- Follow-up and Interaction with Vendors for resolution of payment / invoice related queries. Assist in streamlining and improving the accounts receivable process by identifying areas of improvement
- Maintain accounts receivable records to ensure aging is up to date, credits and payments are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.
- Identify slow-paying customers, timely escalation of collection challenges to management & BizOps team, and recommend appropriate exit paths.
- Adhered to workflow, completing assigned tasks and meetings deadlines. Always demonstrate a practical approach to continuous improvement of the processes.
- Review the actuals billing and take necessary entries wherever the invoices / bills have not been booked and ensure that the Quarterly cut-off entries have been posted correctly.
- Coordinate with Intercompany Accounts manager team for invoice processing and to correct the payable amount according to month-quarter end.
- Bank Accounts/ Intercompany, Six Credit Cards reconciliation and Ensure Cash-in-hand ties with Cash-in-hand amount in system on monthly basis.
- Perform monthly/quarterly/annual close accounting activities, journal entry preparation, account reconciliation, expense trending analyses and memos along with auditable, adequate support for necessary approvals. This includes Assisting Financial Reporting and Consolidation with month / quarter and year end close processes & data requirements.
- To Prepare GST reports on quarterly basis and to ensure online GST filling before the due date.
- Involvement in preparation of documents as per compliance norms and adjustments for quarterly, year-end closure and various audits.
- Continuously analyzes ongoing processes within areas of responsibility to identify and implement process improvements to make the close process more efficient, data more easily accessible by the business, and enhance the data integrity of the financial position of the company and its related business units

- Quality Culture : Accuracy, attention to detail and achieving deadlines are critical for success.

Global Electronics – Admin Assistant

May 15 to Nov 16

- Responsible for various Government and Private customers tender related activities till online and hard copy / email submission.
- At the time of quotation submission finalize the landing price according to HSN code, custom duty.
- Captured CST / VAT and GST at the time of quotation submission.
- Worked on SAP-SRM portal for BEL's RFQ submission.
- Ability to work independently and formulate solutions.

ICICI Bank Ltd, Latur – Credit Processing Assistant

May 12 to Sept 2013

- Worked as a Credit Processing Assistant for Farm Equipment, SHG & KCC Product.
- Supervised sales team of 8 members from FE Sales
- To find pre-login queries and process for fresh login to till sanction-disbursement process /entries in Application Processing System (APS)& FinnOne.
- Making a CIBIL and De-Dupe check and took appropriate deviation if required.
- Actively participated in Disbursement process with seniors.
- To Check out complete Agreement file and ensured accurate processing fees, Disbursement / Franking amount charged / mentioned on agreement.
- Ensure the EMI will be according to disbursement terms and finalize the disbursement process in FinnOne.

ICICI Bank Ltd, Latur – Accounts Executive

Sept 2007 to Jan 2012

- Handled financial matters, Acting as In-charge of Cash and Clearing in the absence of Manager.
- Possess working knowledge of Finacle CRM, FinnOne, Oracle, CMS, Web based version and software developed by bank for internal use.
- Handled effectively monthly branch Audit with the co-ordination with Internal – External Auditor and ensure that branch will fulfil the **100%** compliance of the same.
- Bank reconciliation and interest statement calculations.
- Supporting operations team on day-to-day basis with various issues to ensure timely delivery of the deliverable and resolve the team conflicts (If any).
- Work assignment among Team members as per individual's skill's.

Qualification

2011 - Master of Commerce with second class from SRTMU, Nanded University.
2009 - Bachelor of Commerce In **Distinction** from SRTMU, Nanded University.

Tally ERP 9.2

GDC&A with 58.5% from Pune University in 2014.

Successfully Completed Indian institute Of Banking & Finance (IIBF) Classroom Training in 2011.

Successfully Completed National Skill Of Development Corporation (NSDC) Classroom Training in 2014.