

Rohan A. Modgi

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Address: Flat No C-25 Jijai Villa, Near Narhe Police Chowki, Manaji Nagar-Narhe, Pune - 411041

Professional Objective

A competent professional with 6.5 years of experience Finance & Accounts. Exploring possibilities with an organization which utilizes my potential and skills and provide me opportunity to take up higher responsibilities and a chance to grow and develop my career in Accounting Field.

Professional Experience

1. **Organization:** **Johnson Controls Inc**
Designation: Sr. Executive L3
Duration: Dec 2019 – Till date.

Job Profile:

- Efficiently resolving / responding all type of vendor queries through generic email box and calls within assigned TAT.
- Working on multiple ERP's viz – SAP, Oracle, Ruskin / ASC etc for vendor invoice search and provide invoice status accordingly.
- Research and resolving Invoice related problems and providing internal solutions.
- Core responsible for resolving issues related to – Rejected / Void payments and getting these payments reissued on high priority.
- Maintaining SLAs and KPI responsibility for the clients being managed.
- Conducting RCA and recommending Action Plan for the invoices missing the due date or unpaid Invoices.
- Responsible to release - supplier / Amount / Quality hold and ensure timely release of the payments to vendors.
- Maintain a high level of Accuracy & Efficiency while responding to the vendor queries.
- Responsible to internally connect with the internal teams to update the Vendor records .wherever necessary in the system and ensure the vendor details are up to date.
- Maintained Process Documentation & update same on regular basis (DPM / SOP).
- Ensuring Seamless service delivery and meeting/exceeding customer service levels.

2. **Organization:** **WNS Global Services LTD**

Designation: Sr. Associate OPS
Duration: Oct 2017 – Dec 2019

Job Profile:

- Efficiently process vendor invoices and maintain up-to-date data in system.
- Daily interaction with the client on coordinating the approval process of all Account payable invoices. (Commodity and Non Commodity Invoices and Travel and Expenses)
- Proceedings of actual Payments through the system and drafting payment proposals and to ensure proper and timely release of the payment to the Vendor. (ACH, EFT, WIRE, DIRECT DEBIT).
- Creation of various reports like- Cash Forecast and Payment Forecast, Invoice allocation Inbound, Master Payment Tracker, SLA Trackers.
- Perform Month End activities such as – Accruals, Lead sheets, Payment audit reports etc and submit the reports to the client on Month end closure.
- Interact with various Stake holders in discussing & settlement of the payments.
- Training, Handling and managing the internal team queries, escalations etc, and ensuring the efficient work allocation to the team on daily basis.
- Preparation on various process DPM / SOP and getting approved from the client.

3. Organization: **Wipro BPS**

Designation: Sr. Accounts Executive (Service Desk)
Duration: April 2015 – Oct 2017

Job Profile:

- Posting, coding and verification of invoices through **SAP**.
- Work on various tickets / cases raised by the vertical teams relating to Invoice processing and payments and getting these resolved within the assigned TAT.
- Developed the tracking reports to keep management informed of due and past due invoices. Handling complete EMEA region emails Inbox.
- Prepare the Deck for the daily call and represent to the client on behalf of team.
- Represent with the data on the call for daily Invoice processing and actual payment release.
- Payment Consolidation and reconciliations at Month End Closure.
- Resolve Client escalations, various account payable queries and Root cause analysis (RCA) on it.

Qualification:

Degree / Exam	University / Board	Year Of Passing	Name Of Institution	Grade / Class
M.COM	Pune University	2017	Pune University	First Class
B.COM	Pune University	2014	Ness Wadia College Of Commerce	First Class
HSC	Maharashtra Board	2011	Ness Wadia College Of Commerce	First Class
SSC	Maharashtra Board	2009	SD Katariya High School	First Class

Certification & Technical Skills :

- User Knowledge in SAP, Oracle, COUPA.
- MS-CIT
- Tally 9.0
- Well versed in MS- Office / Excel and Internet Applications

Achievements :

- Rising Star Award
- Single Interface Brilliant Stats Award
- Recognition by clients - Awards for – Stupendous, Impressive, Way TO Go.
- Promotion to Group B1

Personal Skills and Knowledge :

- User knowledge SAP FI Module (PTP) and Oracle.
- Knowledge of Excel - V Look Up, Pivots, Data Validation etc.
- Excellent Interpersonal & communication skills to interact with people of diverse

backgrounds.

- Ability to work well within a Time Deadline Assigned. Ability to accept challenges, changes.
- Highly energetic, multi-tasking and capable of taking additional responsibilities.
- Proactive and ready to help approach.

Personal Information

Language Known: English, Hindi, Marathi.

Hobbies & Interests: Driving, Trekking, Music, Cricket.

Date of Birth: 5th Sept, 1993

Marital Status : Single

Permanent Address: Flat No C-25 Jijai Villa, Near Narhe Police Chowki, Manaji Nagar-Narhe, Pune-411041

Acknowledgment:

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

PLACE: Pune

DATE:

Rohan A Modgi.