

Amar Divekar

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Jay Tulja Bhavani colony,
Near Dreams Akruti Building ,
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OBJECTIVE

To work in a challenging environment where my experience and knowledge can be utilized for completing the assignments in time with excellent quality.

WORK EXPERIENCE

Presently working with **Indus Towers Ltd. Pune** from **01-FEB-2014 to Aug-2020** As a **Account Payable Executive**

JOB DESCRIPTION

- Validation of vendor invoices received from user for processing (includes cross checking with PO/NFA rate Quantity, GL Code, GST, TDS deduction, recovery of any debit amount from vendors) and payment In ERP & Bank through RTGS or Cheque.
- Validation & payment of received demand notes of Property Tax for Payment
- Tracking and reconciliation of Handed over bills with invoice booking file.
- Preparation of Daily Payment Dashboard.
- Preparation of Daily Basis cheque handed over Tracker.
- Reconciliation of no excess/wrong payment to Govt against demand notes.
- Preparing & maintaining Invoice Register and Invoice ageing report to review detailed information about paid and unpaid invoices.
- Analysis of GL dumps at the month closing for payment entry.

JOB DESCRIPTION (PREVIOUS COMPANY)

- Receipt updating of vendors
- Follow up with vendors for alteration of receipts
- Reports and reporting to assistant manager
- Validation of EB bills in portal
- Preparation of MIS report for receipt received & pending for EB Payouts.
- Data entry verification & correction of it if any variance found.

EDUCATIONAL QUALIFICATION

- **B. Com** from Shivaji University Kolhapur with Second class (Mar 2010)
- HSC Pune board with First class (Feb. 2007)
- SSC Pune board with Second class (Mar 2005)

COMPUTER SKILLS

Conversant with Microsoft Office (Word, Excel), ERP, ISQ Portal, Tally, Internet, Windows and other basic computer operations.

SKILLS AND COMPETENCIES

- Data analytics.
- Maintaining rigorous controls over transactions to mitigate any fraud risks.
- Strong background in internal control processes and procedures.
- Handling confidential information in line with the company's data security protocols.
- Investigating and resolving all irregular and unusual transactions.
- Able to deal with a large number of invoices.

PERSONAL DETAIL

LANGUAGES KNOWN	:	MARATHI, HINDI AND ENGLISH
NATIONALITY	:	INDIAN
GENDER	:	MALE
MARITAL STATUS	:	Married
Date Of Birth	:	20 May, 1989
Father's Name	:	Pandurang Divekar

Declaration:

I hereby inform that above mentioned information is true to the best of my knowledge and belief.

Amar Divekar