

Anagha Patil **B.Com, MBA (Finance)**

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Objective

To work in a challenging role for a reputed organisation in shared services or finance department responsible for handling and execution of payroll, purchasing and other finance related functions. I want to use my skills and experience for enabling successful business operations. I will work as a team player for the growth of the department and the organisation.

Skills

- Experienced professional in accounts payable, invoice processing.
- Hands on experience of SAP FICO, MS Excel and Office.
- Honesty, integrity and commitment to work.
- Good grasping capacity, self motivated and interested in new initiatives.
- Extrovert personality with good communication and relationship skills.

Industry Experience (Total 8 Years)

Executive/Consultant, TATA Technologies, Pune

April 2016 - Nov 2016

Responsible for payroll and timesheet processing of client site contract employees. Specifically working with relevant SAP modules and preparing excel reports and communicating with the managers.

Junior Executive, Mahindra Integrated Business Solutions, Pune

April 2013 - June 2014 (maternity break)

Working in a team responsible for financial processing & accounting related to vendors/suppliers of Mahindra Vehicle Mfg. Ltd., Pune. Received star performer award.

Responsibilities/Accomplishments:

- Invoice Verification and processing Manual Cenvat.
- Preparing Monthly MIS reports.
- Written & verbal communication with vendors and buyers about related issues.
- Capital bills & Supplementary cenvat processing through SAP (FI Module).

Consultant, Tata Motors Ltd., Pune

Oct 2011 - March 2013

Worked on SAP FI-CO Module at Global Delivery centre, Shared Services department. Worked in Vendor Management System (A/P) and also looked after General Ledger Scrutiny & reconciling Accounts.

Responsibilities/Accomplishments:

- Manual bill passing of material invoices which are not processed through automated process.
- Vendors banks updating in SAP system (RTGS details) and transfer funds.
- Online payment runs processing for around 400 vendor payments through RTGS/NEFT
- Accounts Payables-Automatic/Manual, Down payments & Clearing in SAP.
- Raising Debit & Credit advice on Subsidiary & Associated Company including Internal other Departments.

Consultant, TATA Technologies Limited, Pune

March 2010, September 2011

Worked on Provident Fund related responsibilities in the finance department using **SAP (FI Module)**.

Responsibilities/Accomplishments:

- Processing of PF, Pension & Superannuation Settlements and solve related queries.
- Bank reconciliation for cash credit account as well as current account.
- Attending routine Tax & Statutory Audit & queries thereof.

Special Trainee, TATA Motors Limited, Pune

Jan 2008 - March 2010

Worked on SAP Application FI-CO Module in shared Services (Provident Fund & Material bills).

Responsibilities Handled/Accomplishments:

- Provident fund related activity of payroll (Department: - Shared Services)
- Solving query related to PF, Pension & Superannuation and follow up in regional office.
- Invoice Verification (MIRO/FB60/MM)
- Accounts Payables-Automatic/Manual, Down payments & Clearing in SAP.
- Working on Service Tax setoff availed against Services Payments for Service Tax Returns.
- Raising Debit & Credit advice on Subsidiary & Associated Company including Internal other Departments.

Education Qualifications

- **MBA(Finance)** from Bharati University, Karad – **2007**
- **B.Com.** from Kolhapur University, Karad – **2005**
- **H.S.C** from Kolhapur University, Karad – **2002**
- **S.S.C** from Kolhapur University, Karad – **2000**

OTHER PROJECTS/AWARDS/RECOGNITION

MBA Final year project “The Employee’s Pension Scheme” at **TATA Motors, Pune** for 2 months.

PERSONAL DETAILS

- ❖ Languages Known : English, Hindi & Marathi.
- ❖ Date of Birth : 16th November, 1983
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Address : Flat 504, Tower 2, Blue Ridge Township, Hinjewadi, Pune. Pin-411057

I hereby declare that the information furnished above is true to the best of my knowledge.

Sincerely,

Date: March 2021

Place: Pune, India

Anagha Patil