

FINANCE & ACCOUNTS PROFESSIONAL

Extensive ability in bringing strategy & delivering Finance, Accounts & Business Administration Solutions

PROFESSIONAL SUMMARY

- An astute and skilled professional offering over 14.5 years plus of experience in the field of Finance & Accounts as well as Business Administration.
- Accomplished Accounts payable with a degree of professionalism and strong problem resolving capabilities.
- Maintaining 100% accuracy in processing Invoices.
- Proven track record in monitoring all administrative processes and ensuring compliance to accounting principles and company regulations.
- Excellent communication, problem solving and interpersonal skills.

KEY COMPETENCIES

*Finance & Accounts
Business Administration*

Auditing & Taxation

Bank Reconciliation

ORGANIZATIONAL EXPERIENCE

SANDVINE TECHNOLOGIES INDIA PVT.LTD – Bangalore

Feb 2018 to Oct 2024

Accountant 2

- Creating PR & Purchase order.
- Vendor Invoice processing & contractor invoice processing in SAP
- Creating vendor master data
- Accounting prepayment entries in SAP
- Vendor Payment processing in SAP.
- Responsible Passing Accrual entries in SAP.
- Bank Reconciliation.
- Handling Petty cash Expenses.
- Preparing TDS schedule in Excel.
- Paying Tds online on IT site.
- Clearing Softex Regularization on bank site.
- Creating Softex request on SEZ website.
- Month end activities.

SIEMENS LIMITED – Energy Automation-Verna Goa

May 2011 to July 2016

Jr. Executive - Business Administration

- Accounting for receipt of material in SAP (GRN).
- Accounting Advance & Retention payment to vendor in Nexus.
- Reconciliation of accounts such as creditor, Advance, Retention, GR/IR, etc.
- Responsible for clearing web cycle.
- Responsible for maintaining track of faulty material for repair and replacement.
- Passing JV & PAS accounting Entry in Nexus.
- Investigating & resolving the Supplier's payment related issues.
- Capturing Excise duty and posting.
- Responsible for handling material rejection movement.

Zack Marketing Co., Panjim Goa

March 2010 – April 2011

Accounts Assistant

- Responsible for Creating Supplier Invoices.
- Reconciliation of Accounts.
- Responsible for TDS calculation & filing.
- Responsible for Bank Reconciliation.
- Responsible for preparing cash Voucher.

Accounts Assistant

- Responsible for creating Sales invoices in SAP.
- Responsible for Account Reconciliation.
- Responsible for maintaining stock in SAP.
- Responsible for preparing cash Voucher.
- Maintaining Inventory details.

ACADEMIC CREDENTIALS

2005 B.Com. (Finance) from Goa University (Marks obtained- 46%)
2002 HSSC from Goa Board (Marks obtained- 61%)
2000 SSC from Goa Board (Marks obtained- 48%)

SKILL HIGHLIGHTS

- Accounting Specialist with extensive knowledge in SAP, office management, accounts payable, accounts receivable,
- Computing skill, including the ability to operate computerized accounting and Spreadsheet.
- Ability to maintain General Ledgers & Reconciliation.
- Accuracy and Efficiency when completing data entry tasks

TECHNICAL FORTE

- Well versed with Windows, MS Office, Tally ERP 9, SAP 7.30 and Internet Applications.

ADDITIONAL INFORMATION

Current Address H.NO 141/1, Buttem Bhat, Mercedes, Panjim Tiswadi Goa-403005.
Permanent Address H.NO 141/1, Buttem Bhat ,Mercedes,Panjim Tiswadi Goa-403005
Date of Birth 16th July 1984
Nationality Indian
Languages Known English, Hindi, Marathi and Konkani
Maritua Status Married

References can be available on request