|  |  |
| --- | --- |
|  |  |
| **PROFESSIONAL SUMMARY** | |

**Result oriented, customer focused finance professional** with **MBA in Finance** having overall around **2 years of experience primarily specialized in** managing, assisting and executing **mission critical accounts payable responsibilities to** **support** Global Industry Leader **organizations meet its financial objectives** by accuracy and timeliness in book keeping, attention to detail and performing various disbursement functions.

**Focused to simplify business process** **and** contribute **to generate internal efficiencies** **by** **following and adhering** to **Generally Accepted Accounting Practices** (GAAP), **Governmental Regulations** **and** organization’s **Corporate Policies**.

**Excellent Team Player**, **Challenger**, **Consultant,** **Expert** **with continuous improvement attitude** and **Subject Matter acumen across various business functions** **and** **systems** supporting accounts payable function **such as SAP ERP/SAP MM/SAP SRM for managing end to end (E2E) Procure To Pay (P2P) functions.**

**WORK EXPERIENCE**

**Maersk Global Service Centre India Pvt. Ltd., Pune \_ Apr 2014 to Aug 2015**

**Role :** **Senior Associate - Cost Management**, directly responsible for handling daily AP processes, manage vendor / supplier relationships, oversee and execute timely, accurate processing of invoices, purchase orders, ensuring 3 way matching for audit/compliance, payment processing, resolving various issues and enquiries from supplier and manage workflow based closed loop system to ensure proper closure of each activity as per company policies and guidelines.

**Key Skills Utilized**

* Invoices Management
* Payment Processing
* Corporate Accounting & Financial Bookkeeping
* GAAP Standards & Government Regulations
* Vendor Negotiations, Management and Coordination around Payment Process
* Resolving AP related Supplier/Vendor Enquiries and Issues
* SAP ERP & SAP SRM for Procure To Pay (P2P) & Invoice Management transactions
* Reporting & Analytics for Accounting Functions

**Kotak Mahindra Bank, \_Jun 2013 to Oct 2013**

**Role : Relationship Manager - NRI Banking**, directly responsible for Business Development Acquisition of NRI customers and provide Banking Solutions such as NRI Banking, Mutual Funds, Insurance and Remittances handling.

**ACHIEVEMENTS, AWARDS & RECOGNISITIONS**

* 3rd Position in IT Presentation Competition: Sinhgad Institute of Management, Pune (Year 2011).
* Scholar award for first rank in college in BE 6th semester.
* 29th Merit in Maharashtra State Board S.S.C. Exam.

**CERTIFICATION COURSE**

NCFM - Financial Markets Beginners’ Module with 92% in 2012

**EDUCATIONAL DETAILS**

* **Master of Business Administration** (MBA, Specialization in Finance), from University of Pune, with 66%, batch of 2011-2013.
* **Bachelors in Engineering** (Electronics and Tele-Communications) from Amravati University, with 72%, batch of 2006 – 2010.
* **H.S.C.** fromMaharashtra State Board, with 77%, batch of 2006.
* **S.S.C.** from Maharashtra State Board, with 91%, batch of 2004.

**PERSONAL DETAILS**

1. **Date of Birth**: Nov 4, 1988
2. **Gender**: Female
3. **Marital Status**: Unmarried
4. **Language Proficiency**: English, Hindi, Marathi
5. **Hobbies**: Reading, Travelling, Listening Music, Painting



**Gulfjobseeker.com CV No:** **1483614**