

# **RESUME**

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## Objectives -

To Build a successful career in Accounts & Finance by applying my knowledge and experience through a continuous process of professional development in order to achieve the highest standards of performance.

## **Summary** -

Have 9+ years' experience in Accounts & finance. Knowledge of accounting software, day to day Accounts payable & receivable accounting, Vendor & customer reconciliation, Stock Audit Media Operations & Billing Process, Bank reconciliation, online banking & MIS Reports.

#### **Computer Proficiency -**

- Navision & SAP System
- Accounting in Tally (version 9 & ERP), Oracle Accounting ERP & Ace Accounting Software.
- Proficiency in MS Excel (H-lookup & V-lookup), MS -Word and MS-PowerPoint

## **Currently Working**

### PROMOTECH ME FZE - (Feb 2018 to Mar 2020)

Worked with Promotech Me FZE (Trading drilling and punching and welding automation Machines & parts in GGC) As an Accountant at Sharjah (SAIF Zone) - Day to day Accounts payable and Receivable activities, Customer Reconciliation & claim settlement, VAT return filling, Stock Audi and Stock management.

- ✓ Implementing accounting policies and procedures in to order to achieve the department objective, supervise and managing the account staff & sales representatives for UAE.
- ✓ Maintaining the books of accounts, recording daily basis sales, purchase, expenses, cash & bank entries
- ✓ Performing monthly closing of account under strict deadline, Verifying, allocation posting, reconcile transaction to produce error free accounting reports and present their result to management.
- ✓ Examining bank statements and reconciling them with general ledger entries
- Maintaining sales & collection performance on daily basis, arranging monthly sales meeting to review on sales & receivable. And follow up on due collection monitoring to ensure timely collection and achieving monthly collection targets.
- ✓ Verify VAT invoices and working on VAT return filling process.
- ✓ Bank, Creditor & Debtor reconciliation & Scrutiny of ledger accounts
- ✓ Perform weekly cheque processing payments for all grant requests, vendor invoices, and employee expense reports to ensure payments are up to date.
- ✓ Issuing customer benefits on monthly & yearly basis for Rebate, Activities & Exhibition cost based on agreement and principle approval and maintaining customer agreement and ensure that frequent reconciliation on control accounts to avoid any conflict.
- ✓ Preparing customer ageing and stock ageing report weekly bases and present to management
- ✓ Customer master creation for new customer, review & blocking the customer master for return cheque and overdue collection until settlement of outstanding. Releasing the over limit sales order based on management approval.
- ✓ Actively involved in overall financial & accounting functions of the company
- ✓ Support to Audit financial transactions and documents

- ✓ Stock audit and warehouse management
- ✓ Preparation of Product wise Position statement, shipment working & weekly report for periodical business performance review
- ✓ Preparation of various management reports like Product wise performance monthly result.
- ✓ Coordinate with other department for them guery and inter-company transaction
- ✓ Other duties and responsibilities as assigned by management

### **Previous Employer**

### ❖ FERRERO INDIA PVT LTD - (Dec 2014 to Dec 2017)

Previously working with Ferrero commercial division (Manufacturing Kinder Joy, Ferrero Rocher etc.) As an Account Officer - at Pune HO – Day to day Accounts payable activities, Handling Media Operation Activities.

#### **ACCOUNTS RESPONCIBLITY**

- ✓ Manage day to day Accounts payable activities Invoice to payment
- ✓ Invoices booking and upload for the payment
- ✓ Tax invoices booking GST, Service tax & Deducting TDS
- ✓ Creditor & Debtor reconciliation & Scrutiny of ledger accounts
- ✓ GR/IR Reconciliation on daily basis
- ✓ Contractor, TDS, Service tax, profession tax part handling
- ✓ Input & Output vat calculations
- ✓ Bank accounts Reconciliation
- ✓ Preparing daily collection report
- ✓ Preparing customer ageing report weekly bases
- ✓ Intercompany Entries & Maintain good audit compliance & controls
- ✓ Inter stock management & stock Audit
- ✓ Employee expenses and full and final settlement
- ✓ Manage petty cash & maintaining cash book

#### CREDIT CONTROL AND BUDGET

- √ Handing modern trade key Accounts in SAP System
- ✓ Inter stock transferring and stock audit and sales order booking for modern trade
- ✓ Processing distribution & damage material distributor claims
- Processing internal PO for maintaining freshness stock in godown to final shipments
- ✓ Cash flow forecasting & update Remittance in System
- ✓ Track the ageing outstanding & short payment recovery
- ✓ Weekly maintained MIS of outstanding & short payment
- ✓ Working on monthly closer budget with brand team (Saving Budget)
- ✓ Working on budget, monthly spends closer & provision for P&L

## **MEDIA OPERATION**

- ✓ Handling Media client Purchase orders
- ✓ Verifying estimate plan cost with approved plan cost
- ✓ Verifying the invoices (Television, digital Activity & Outdoor activity)
- ✓ Verifying with telecast certificate FCT & processed to final payment
- ✓ Verifying & tracking on commission update into the system for the payment.
- ✓ Co-ordinate with media agency for month wise Reconciliation
- ✓ Making temple MIS of media saving

### **Previous Employer**

### **❖** SAMRUDDHA JEEVAN GROUP (Jan 2012 to Nov 2014)

Previously working with Pune based Service sector, supplier & Construction PUBLIC LTD CO. as Account Executive at Pune Head Office handling Bank Reconciliation Team, Creditor payment, Manage Funds Bank Account & Report.

### ❖ VIPUL S PLASTO CRAFTS PVT LTD (May 2010 to Dec 2011)

A Pune based manufacturing plastic injection Maudling Company as Account Executive process sales invoice & Purchase & sale Entrees, Petty cash & Employee Claim Reimbursement.

# Role & Responsibility -

#### **ACCOUNTS WORK AREA**

- ✓ Manage day to day Accounts payable activities
- ✓ Manage petty cash & maintaining cash book
- ✓ Bank accounts Reconciliation
- √ Vouching of Payment, Receipt, Journal Voucher, purchase & sales in Tally ERP 9
- ✓ GRN Verification & MIS Provided to management
- ✓ Employee Claim Reimbursement
- ✓ Prepare & process Employee Full & Final Settlement
- ✓ Co-ordinated with HR for prepare salary sheets & processed salary in bank
- ✓ Co-ordinated with other Department for reduced & managed the expenses

#### **FINANCE & BANKING SECTOR**

- ✓ Managed & tracked Fund of 10 Bank Accounts & balance updated
- ✓ Analysis Bank Balance & creditors payment
- ✓ Manage Fund off all Branches for Petty cash Expenses
- ✓ Process Vendors Payment through RTGS & NEFT via bank & internet banking
- ✓ Prepare Inflow-Outflow statement on daily basis
- ✓ Preparing weekly Expenses Statement & MIS Report.

#### Academics -

Master of Commerce - Pune University	April 2017	55.00%
Bachelor of Commerce - Mumbai University	March 2008	52.14 %
Board - MAHARASHTRA Board		
Higher Senior Secondary Board	March 2005	55.50 %
Senior Secondary Board	March 2003	52.26 %
CIA + Course - 2010 (Certified Industrial Accountants) From the Institute of Computer Accountants		

### Extra-Curricular -

# State Level Camps, Sports and Others Activities

- Certificate of participation interstate west zone NSS special camp of Health youth For Healthy India
- Awarded in College for the Best player of Cricket of college for 2 academic years.
- Awarded in College level winner of shuttlecock competition.

## Personal Details: -

Date of Birth: 1st Apr 1987
Marital Status: Married

**Language Known:** English, Hindi and Marathi.

**Hobbies:** Listening to Music, Playing Cricket. **Mobile no:** +971 524872443 and +91 7757020104

Res Address: Rolla Sharjah.