

CURRICULAM VITAE



Name: MRS. PRADNYA NILESH PATIL

Mail id: sppradnya@yahoo.co.in

Mobile: 9850965085

PROFILE SUMMARY

- ☞ Completed Post graduation **MBA (FINANCE) + M.COM.**
- ☞ Ability to work overtime, time management, and work responsibilities.
- ☞ I am seeking challenging assignments in a growth-oriented organisation.
- ☞ Total 18 years of experience in variety of roles in Accounts Payable, Accounts Receivable, Finance Controlling.

TECHNICAL SKILL

- ☞ ERP Packages : SAP ECC 6.0, Tally, Oracle Sara Light System, AS 400 MAPICS
- ☞ Office productivity : Microsoft Word, Advanced Excel, Power point.
- ☞ Operating Systems : Windows XP/2003/Vista/7/8.
- ☞ Advanced Diploma in Computer Applications in financial Accounting & Office Automation. – C DAC – Apr 2002 to Oct 2002.
- ☞ Visual Basic SQL server 6

WORK HISTORY

WORK EXPERIENCE – 7

Company : - TATA AUTOCOMP SYSTEMS LIMITED, PUNE.

Duration : - 10th Feb 2020 to Present.

Job profile : - Associate Finance SAP

Roles & Responsibility -

- Finance Shared Service like Preparation of Monthly Reports Accounts Payable and Accounts Receivable.
- Coordinate and Monitor day to day functions from Team for Reporting
- Flash Report related for Finance Health checkup.
- Customer and Vendor reconciliation. Co-ordination for International Invoicing & follow-up.
- Preparation of Debtor Ageing, Sales & Collection Reports.
- Vendor and Customer factoring details.
- Coordination and follow up with BU's.
- Working on Ticking Tool Share Point Online Ticketing Portal

WORK EXPERIENCE – 6

Company : - SPRING AIR BEDDING COMPANY INDIA LIMITED, BANER, PUNE

Duration : - 10th Nov 2016 to 7th Feb 2020.

Job Profile : - Accounts Receivable Manager

Roles & Responsibility -

- Preparation of Monthly Collection plan & cash forecast.
- Process accounts & incoming payments in compliance as per company policies.
- Monitor & Facilitate payments of invoices due by sending reminders.
- Analyze accounts to discover discrepancies & resolve all variances promptly.
- Credit note realization, approval & Credit note passing in the system.
- Develop reports to details ageing & past due accounts for Senior Management
- Initiate collections proceedings against accounts past due more than Six months.
- Legal documentation for debts.

WORK EXPERIENCE – 5

Company : - SKF INDIA LTD, CHINCHWAD, PUNE.

Duration : - 2nd Mar 2015 TO 4th Nov 2016.

Job Profile : - Finance Controlling Associate.

Roles & Responsibility -

Accounts Receivables & Controlling

- Receive & verify invoices with financial polices & procedures.
- Follow up, Escalation for payment to the Seniors.
- Collect details & provide receipts.
- LCs & bill of Exchange preparation, working & back supporting documentation.
- Coordinate with bankers for Bill of exchange honoring & payments.
- Monitoring & follow ups due of AR & Bill of exchange to the customers.
- Adjustment of credit notes / write-offs / advances to be done by AR support member.
- Customer wise pending C forms details to be sent to each customer.

WORK EXPERIENCE – 4

Company : - DYNAMIC ASSOCIATES, CHINCHWAD.

Duration : - 15st Sep 2012 TO 28th Feb 2015.

Job Profile : - Senior Finance Executive

Roles & Responsibility –

- Maintain day-to-day correspondence with supervisors & Bank reconciliation.
- Prepare of invoices SAP, Vouchers, Payout for cheque payments, cheques dispatch.
- Maintain & prepare account transaction monthly & quarterly analysis & reports.
- Salary and wages processing and accounting. Handling Petty Cash.
- Maintaining records for statutory/ company compliance & challans.

WORK EXPERIENCE – 3

Company : - SKF INDIA LTD, CHINCHWAD, PUNE.

Duration : - 10th Dec 2006 to 6th Sep 2012.

Job Profile : - Finance Controlling Associate

Technical Tool - ERP AS – 400 MAPICS & Oracle Sara Light System 3.1.5

Roles & Responsibility -

Accounts Receivables

- Handling customer payment Receipts.
- Reconciliation & Passing AR entries pertaining to all segments.
- Follow-up for payment allocation.
- Escalate to the management for the slow-moving accounts related to payments.
- Maintaining the back-up documentation of all the AR entries passed.
- Monitoring for Cheque dishonored & Communication to Controllers.

Accounts Payable

- Preparation of payment vouchers.
- Review all invoices for appropriate documentation & approval for payments.
- Reconcile vendor statements, research & correct discrepancies.
- Raising TDS debit notes & details.
- Coordination with bankers for cheque payments.
- Maintain files & documentation as per accepted accounting company practices.

Business Development & Vendor Payment

- Preparation of vouchers, Payout for cheque payments, cheques dispatch.
- To Maintain MIS & prepare monthly & quarterly analysis & reports.
- To ensure efficient and accurate handling of customer orders in COH ASN 400.
- To develop & maintain database of customers, enrollments, claims, Payments of Retailer Loyalty Program – “Club Top Performance” for direct marketing activities.
- Implement Monitor sales & promotional incentive schemes.
- Settle customer claims as per justification; establish documentation for payment, dispatch of gifts of retail schemes.

WORK EXPERIENCE – 2

Company : - SAI ENTERPRISES, CHINCHWAD, PUNE

Duration : - 18 th Jan 2004 TO 7 th June 2006.

Job Profile : - Accounts Executive

Roles & Responsibility -

- Bank Reconciliation, Invoice Posting
- Vendor Payment
- Display of vendor balances
- Prepare cheque return, tracking accounts receivables and account payables.
- Raising debit note & credit notes. Payment follows ups.

- Salary and wages processing.
- Maintain compliances as per employee standards.

WORK EXPERIENCE - 1

Company :- TECHNOVISION ENGINEERS PVT. LTD., CHINCHWAD, PUNE.

Duration :- 9th Feb 2003 TO 20 th Sep 2003.

Job Profile :- Accounts Executive

Roles & Responsibility -

- Prepared MIS, data related to purchases & Invoice billing.
- Maintaining the back-up documentation of all the AP & AR entries.
- Reconciliation & support in inventory accounting, cheque issue & petty cash.
- Maintain MIS of supervisors & calculations.
- Maintain attendance and Salary accounting calculations. Payment of employees.
- Payroll, Monthly records, Legal compliance statutory records.

ACADEMIC CREDENTIALS

- ✓ MBA (Finance) – Pune University – Apr 2012 – With I Class
- ✓ PGDBM (Finance) - Pune University - Apr 2011 – With I class (Distinction)
- ✓ M Com –Pune University - May 2008 - With II Class
- ✓ B Com – Pune University - Mar 2006 – With I Class
- ✓ H.S.C – Mar 2003 – With I Class
- ✓ S.S.C – Mar 2000 – With I Class.

PROFESSIONAL CERTIFICATE

Academic Activity - Project Report made on "Working Capital Management" 2011 In SKF India Ltd, Pune.

HOBBIED & INTEREST

Trekking, Reading, Badminton, Music.

PERSONAL DETAILS

Date of Birth : 22nd JUNE 1985.
Gender : Female
Marital Status : Married
Mobile No. : 9850965085.
Email : sppradnya@yahoo.co.in
Permanent Address : Nano Spaces, Shinde Wasti Road, Building No 'E' 7th Floor,
Flat no -703, Ravet, Pin - 412101.
Nationality : Indian
Languages Known : English, Hindi and Marathi.

DECLARATION

I hereby declare that information furnished in the curriculum vitae is true and reliable to the best of my Knowledge.

Place: - Pune

Date: -

Yours sincerely,

Mrs. Pradnya N. Patil.