

Career Objective

Scaling heights in professional growth with a learning attitude to achieve the goals of the organization with mine.

Summary

- Possess 9+ years of professional experience in the field of Finance and Banking.
- Experience of Cash Management & General Ledger reconciliation, Inter-company Billing, Preparing and Maintaining of SOP's and Audit Work etc.
- Good knowledge of SAP for Reconciliation.
- Run required reports for reconciliation from Oracle business Intelligence.
- Account and Balance sheet Reconciliation with use of Blackline tool.
- Have an exposure for General Accounting & Fixed Assets.
- Possess good organizational and management skills.
- Goal oriented and ability to work effectively with a number of clients.

Job Related Skills

- SAP (ARP/AEP)
- Oracle
- Blackline
- Helios, FDM/HFM
- MS Office applications
- Lean (Trained)
- VAT process (Cross Trained)



Other Skills

- Flexible, adaptable and organized
- Able to handle time constraints
- Experience of working in rotational shifts
- Ability to multitask
- Excellent Customer Service Skills

Career Development - 9+ years experience

INFOSYS BPM LTD (MARS) - Hinjewadi, Pune

October 2021 - Till date

Accountant

Summary:

- Month-end close adjustments and data load into consolidation Systems (Helios, FDM/HFM etc.)
- Account and Balance sheet Reconciliation (with Blackline tool).
- Preparing and Posting ICB invoices.
- GA activities like Custom duty calculation and its posting, Copa Reconciliation, Preparation of Freight to warehouse cost, and Balance Sheet Movements file.
- Fixed asset capitalization and its control.

Job Description:

- Preparing payment intentions (proposal) and uploading on IC netting Form.
- Performing month-end activities in a timely manner to meet all reporting deadlines.
- Reconcile intercompany account balances and proactively resolve intercompany imbalances to achieve no difference at period end.
- Responsible for the periodical closing as well as maintenance of all accounting ledgers including periodical review of all account reconciliations, journal entries, and accruals.
- FX Revaluation and its reversal.
- Preparation of Semi-final NSV file.
- Co-ordinating with Business Unit at period end.
- Performing analyzing controls and supporting internal and external audit activities.
- KPI Collection.

SOPRA STERIA INDIA LTD (NHS SBS) - Talawade, Pune

March 2015 - October 2021

Process Executive

Summary:

- Cash Management & General Ledger Team (NHS SBS).
- Maintaining Cashbooks & Cash flows, Cash Position & Oracle Reconciliation
- Positive Pay, Out of dates, Cash Report, Cash Mail to be Actioned
- Preparing and posting journal entries into Oracle application
- Involved in Preparing and maintaining of SOP's and audit work

Job Description:

- Perform month-end account closing activities and reconciliations with system generated APTB Non PO and GRNI accruals reporting



- The first pack, contains details of the following key controls
 - Accounts Payable reconciliation
 - Accounts Receivable reconciliation
 - Prepayment status report and reconciliation
 - Other suspense accounts
- Payroll's compliance with all payment deadlines to relevant External authorities for Tax, NI and pensions sums on behalf of the Trust
- Manage payments to third parties for trade union subscriptions and Court Orders deductions on behalf of the Trust
- The second pack contains additional reconciliations
 - A summary of balances
 - An Oracle-generated Statement of Financial Position
 - Detailed reconciliations
 - Analysis sheets for payroll
- Prepare & input journal entries (adjusting)
- Preparing VSQM Report
- Performing audit work (Quality check) to maintain accuracy in team
- Assisted clients with their queries and problems by phone and e-mail
- Performing the yearend rollover adjustments

ADITYA INTERNATIONAL SCHOOL - Baner, Pune

Feb 2014 - Jan 2015

Accounts Executive

Job Description:

- Calculate salaries, rate changes, overtime adjustments, bonus, vacation, termination & garnishments
- Handling petty cash
- Preparation of cash voucher, cheque & issuing the same
- Collecting fees & making receipts
- Conduct time sheet entry and distribution of payroll
- Maintaining inventory records

Education Qualification

- MBA (Finance) from Savitribai Phule Pune University in 2014.
- Graduation (B.com) from Savitribai Phule Pune University in 2012.
- HSC from Maharashtra Board 2009.
- SSC from Maharashtra Board 2007.

Personal Details

Date of Birth : 06 July
Marital Status : Married
Languages Known : English, Hindi, Marathi
Leisure Interest : Learning new things, listening to music, exploring the new places
Strength : Goal oriented
Email ID : spriyanka2334@gmail.com
Contact Number : On Request – Visit www.priyankashinde.com
Address : Pune, Maharashtra, India

Declaration

I hereby declare that the information mentioned above is correct up to my best knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Priyanka P. Shinde

Date:

Place: