



SNEHA SANDIP KULYE

**Address: - 1 Ramkaran Shukla Society Majas Road, Majaswadi, Samarth Nagar,
Jogeshwari East, Mumbai 400060**

E MAIL- ID: sneha11081984@gmail.com

Mob no: +91 9867864220

Date of Birth: 11th August 1984

PROFILE:

Dynamic & committed Finance & Accounts professional with 13 years of experience predominantly in SAP Environment, proven expertise in streamlining the accounting domain with focus on authenticity and accuracy in Accounts, Finance, and accounting.

Academically proficient with Bachelor of Commerce from University of Mumbai and technically completed six months SAP training in FICO Module.

Demonstrated expertise in mobilizing and managing financial resources to meet company's long and short-term financial needs managing Accounts Receivable and Payables and Book Keeping.

Dexterity across handling and managing various accounting activities viz. bank reconciliation.

Technically proficient with MS Office and other Accounting software packages needed for accounting like SAP FICO Module, ERP Software and Tally with excellent capabilities to adapt and learn new technologies, ensuring continuous skill enhancement.

CORE COMPETENCIES

- ✧ SAP FICO Module, ERP Software and Tally
- ✧ Accounts Payable & Receivable
- ✧ Bank functions and Reconciliation
- ✧ Cash and Credit Management

- Presently working as a “**Executive Accounts and Finance**” in “**Zenith Birla India limited, (Yash Birla Groups)** from April '2018 to till date.

Roles & Responsibilities:-

- Monitoring Accounts payable and receivable, (vendor bills processing and payments, Check customer's credit and approve or the credit limits in based on company standards and requirements)
 - Completing financial reports on a regular basis and providing information to the finance team, Recording provisional entries and Preparation of monthly financial statements, Entering financial information into appropriate software programs
 - Managing company ledgers , Processing business expenses
 - Preparation of Cash Flow and Fund Flow Statement.
 - Coordinating internal and external audits (assisting auditor by their audit requirements, assisting for finalization of Accounts)
 - Verifying balances in account books and rectifying discrepancies ensure the customers pay on time and chase any overdue invoices.
 - Verifying bank deposits, Posting daily receipts and Payment, Completing bank reconciliations.
 - Improve and implement debt collection processes when there are any overdue invoices or payments, and initiate legal procedures if necessary, Review AR aging to ensure compliance
 - Preparing Bank Documents for payment process (RTGS, Foreign Remittance etc..) Paying Salary/wages.
 - Managing day-to-day transactions
 - Recording office expenditures and ensuring these expenses are within the set budget
 - Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
 - Reporting on debtors and creditors, Handling accruals and prepayments
 - Encoding accounting entries for data processing
 - Sorting financial documents and posting them to the proper accounts
 - Reviewing computer reports for accuracy and meticulously tracing errors back to their source, Resolving errors in financial reports
-

SNAP WORK HISTORY - June 2013 to March 2018

Marian Ship Management and Consultancy Pvt Ltd

Designation: - Finance Officer

Department: - Finance /Accounts /Accounts Payable /Accounts Receivable

Roles & Responsibilities:-

- ✓ Invoice Entering and accounting for liability,
 - ✓ Authorized invoices process for payment and submit with all supporting, including Purchase orders to Audit Department.
 - ✓ After Pre-audit the process of actual payment commence after ascertaining fund position and ensuring that credit period is availed of.
 - ✓ Liaise with the various departments while analyzing and reviewing the billings, purchase orders, vendor reconciliation, invoices, vouchers, and Manual voucher, booking expenses.
 - ✓ Maintain list of total unpaid Invoices.
 - ✓ Preparing Bank Documents for payment process (**RTGS, Foreign Remittance etc..**) and same duly signed by Authorized signatories and sending the scanned copies to the bank for remittance.
 - ✓ After Remittance sending payment details to the Vendors by email.
 - ✓ Coordination with Vendors for payments.
 - ✓ Collection of cheques dispatches to vendors with details / deposit to vendors accounts.
 - ✓ Maintain list of paid invoices by cheque, RTGS and Foreign Remittance
 - ✓ Internal funds transfer bank to bank as per requirement.
 - ✓ Monthly Bank Reconciliation.
-

ANKUR DRUGS & PHARMA LIMITED, - Accounts Officer - May 2005 - May 2013

Finance & Accounts OFFICER / Accounts Payable & Accounts Receivable

- ✚ Handled the day to day accounting functions in SAP environment.
- ✚ Responsible for supervision of day to day accounts, book invoices, check image on completeness for entry in SAP, post invoice in SAP and review invoice to purchase order and book invoice accordingly
- ✚ Prepare the debit / credit notes of creditors & debtors, Bank Payment Account receivable & Payable, Accounts Reconciliations
- ✚ Liaise with the various departments while analyzing and reviewing the billings, purchase orders, vendor reconciliation, invoices, vouchers, and Manual voucher, booking expenses.

- ✚ Responsible for scrutinizing the creditors and debtors and expenses accounts purchase invoices, Expenses invoices. Checking all invoices with Purchase Order & GRN & raise debit/credit notes
 - ✚ Lead the efforts across developing books of accounts and Cheque or Cash payments according to credit terms.
 - ✚ Preparing Monthly TDS.
 - ✚ Knowledge of preparing documentation for various modes of Payments / Receipts such as Bill Discounting, DPN. LC, etc.
-

PARYTEX FABRICS – Accounts Assistant from Jan 2003 – May 2005

- Maintaining Accounts in Tally 5.4, 6.3 & 7.2
 - Making Bill in Billing Package.
 - Maintaining Books of Debtors.
 - Bank Reconciliation in Tally.
-

EDUCATIONAL CREDENTIALS

SIX MONTHS SAP TRAINING IN FICO MODULE, 2007

Zensar Technologies Ltd

BACHELOR OF COMMERCE, 2005 (Mumbai University)

COMPUTER SKILLS:

Windows, SAP & Tally ERP, MS Office & Internet Applications

SNEHA SANDIP KULYE