

Punam M Rokade

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Address : B/36, Om Sadguru CHS Ltd., Sector No. 7, Sreenagar, Wagle Estate, Thane 400 604.

Summary

Accomplished Accounts Payable Specialist with a high degree of professionalism and strong problem resolution capabilities. Maintain 100% accuracy in processing invoices. Proficient at vendor management and thrives in challenging , fast- paced environments. Dedicated to providing current state of accounts reports to inform cash flow management decisions. Highly driven and result oriented to be an asset to the organisation.

Highlights

- Accounts Administration
- Vendor Management
- Reporting
- Document Control
- Bank Reconciliation
- Proactive Approach
- ERP & SAP knowledge
- Accounts Payable Process & Management

Experience

May 2018 – Nov 2020 **General Technologies, Vashi, Navi Mumbai**
Accounts Payable Executive

- Bank Reconciliation on daily basis
- Payment processing of Vendors and expenses through cheque and net banking
- Develop reports to detail aging and past due accounts for senior management
- Cash Flow Report
- Communication with the vendors and attending their queries
- Communication with banks as and when required
- Ledger Reconciliation
- Salary and Conveyance Disbursement
- Assisting with Auditors queries

April 2017 – May 2018 **SRS Pharmaceuticals Pvt Ltd., Mulund**
Accounts Payable Executive

- Payments & Receipts entries into system (SAP) on daily basis
- Develop reports to detail aging and past due accounts for senior management
- Total past due invoices weekly and report to supervisor
- Balance batch summary reports for verification and approval
- Making and receiving telephone calls to and from suppliers on a variety of queries
- Bank Reconciliation on daily basis
- FDA Payments online
- Preparing Stock Statement on monthly basis
- Duty Drawback invoices booking and reconciliation
- Communicating with banks as and when required

August 2012 – April 2017 **International Infocom Technologies Pvt Ltd., Mulund**

Accounts Payable / Finance Officer

- Payments & Receipts entries into system on daily basis
- Outstanding Report to senior management on weekly basis
- Monitoring Business and Bank transactions
- Monitoring overall Accounts, Bank, Admin and HR operations
- Handling Internal Audit
- Preparing Salaries and issuing salary certificates
- Handling Petty Cash
- Invoicing in excel
- Service Tax, VAT/CST & TDS working

January 2010 – August 2012 **International Infocom Technologies, Thane west**

Accounts & Admin & Finance Officer

- Handling Petty Cash (Travelling allowances, stationery, daily allowances, etc.,)
- Raising Invoices, Credit Note, Debit Note
- Email communications
- Payment follow-up
- Managing bank transactions on daily basis
- Handling internal audit and communicating with Auditors.
- Payment of Taxes, etc.,
- Preparing Salaries and issuing salary certificates
- Handling day to day activities of Admin
- Handling Housekeeping staff

Sept 2005 – December 2009 **Twin Star Jupiter Co-op. Hsg Soc. Ltd., Cuffe Parade, Mumbai**

Back Office & Accounts Executive

- Receipts and Payments entries on daily basis
- Raising Maintenance Bills and Receipts
- Handling Petty Cash and managing vouchers
- Issuing payments to vendors
- Working of TDS working
- Managing Bank transactions such as deposition of cheques, maintain statements, etc.,
- Managing the Salaries of staff with their attendance records
- Handling internal audit and communicating with Auditors

Academic Qualifications

- BCom Graduate from Vinayak Mission University
- HSC from Maharashtra State Board
- SSC from Maharashtra State Board

Extra Curricular Activity

- Financial Accounting in Tally 9.2
- Typing with 30wpm
- Knowledge of Word, Excel, Outlook, Excel Accounting
- Advance Excel – VLookup, HLookup, Pivot Table

Personal Details

Date Of Birth : 2nd June 1987
Marital Status : Single
Contact Resi. : 9892186620
Languages Known : English, Marathi and Hindi
Nationality : Indian

The Above mentioned details are correct, true and best of my knowledge and belief.

Date : / / .

Place : _____