**Jayani Shripad Shirsat.**

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Phone No.:+91 9833727955

An enthusiastic & high energy driven professional seeking challenging assignments in Finance Management and utilize my knowledge in best possible way for progress of the organization.

**PROFILE SNAPSHOT**

* 8+ years of experience in Senior Finance Executive
* Preparing payments by verifying documentation, and requesting disbursements.
* Providing financial information to management by researching and analyzing accounting data; preparing reports.
* Preparing TDS and ensuring that taxes are paid properly and on time.
* Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Communicate with all levels of executive management and handles all escalations and resolutions
* Maintaining customer confidence and protects operations by keeping financial information confidential.

**CORE COMPETENCIES**

* Billing & Accounting on Monthly & fortnightly basis
* GST & TDS Receivable Working, Bank Reconciliation
* Vendor & Customer Invoice Booking, Vendor Payment

**WORK EXPERIENCE**

**July2019 to Sept 2020 Zophop Technologies Private Limited. Working as Senior Finance Executive**

**Chalo is a free app of Zophop technologies that tracks buses live and tells you what time your bus will reach your stop.**

**Responsibilities:**

* Completing payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
* Reconciliation of processed work by verifying entries and comparing system reports to balances.
* Disburse petty cash by recording entry and verifying documentation.
* Reporting sales taxes by calculating requirements on paid invoices
* Post customer payments by recording cash, checks, and credit card transactions.
* Prepare timely and accurate MIS as per requirements of the management.
* GST & TDS Receivable Working, Bank Reconciliation
* Weekly cashflow and MIS as required by Management
* Preparation of monthly financial statement schedules.

**August 2016 to June 2019 Automotive Exchange Private Limited. Worked as Senior Finance Executive (Account Receivable)**

**CarWale is India’s largest auto media Vehicle. They Provided a platform where car buyers and owners can research ,buy , sell and come together to discuss and talk about their Cars.**

**Responsibilities:**

* Handling Day to Day accounts under Accounting Software Tally .ERP 9 version
* Bank Reconciliation.
* Monthly Sales Data for Tax Working
* Timely book the invoices in tally and Reconciliation with DCRM
* Outstanding and Advances receipt report
* Updating GST system and Scrutiny of 26 TDS
* Prepare monthly Expenses GL’s schedules & Audit schedules.
* Liaise with auditors of EY & Delloite. ensure timely resolution of their queries.

**June 2014 to January 2016. ITC Grand Maratha Hotel Ltd. Worked as Account Executive (Account Payable)**

**ITC Forayed into the Hotels business to support the national priority of developing new avenues of foreign exchange earnings and boosting tourism**.

**Responsibilities:**

* Handled AP Functions for Food & Beverage & Expenses with regard to positing of PO and Non PO Invoices into SAP
* Verification & processing of Employee Reimbursement & Sampling bills for ITC Maratha & Grand Central.
* Handling Full & Final settlement of Employees for ITC Maratha & Grand Central.
* Arranging C Form & F Form from Vendors.
* Monthly Invoice Processing & provision for PF, shared, bonus etc. for ITC Maratha & Grand central.
* Preparation of monthly Manual Schedules for Rent, Staff Cost & other employee cost for ITC Maratha & Grand central.
* All Invoice processing for Regional Manager Office at Parel, Ahmadabad & Pune.
* Dealing with Suppliers, other employees, Auditors and Consultants & Operational Dept.
* Preparing MIS for food & Bev. Industry of the company Present the monthly MIS in front of management.

**December 2010 to June 2014 Mirah Hospitality & Food Solutions Pvt. Ltd. Worked as Account Executive**

**Mirah Group is well diversified group engaged with Real estate development, Hospitality, Travel, Wind Energy Generation, Computer Education, Textiles, Corporates Gifts & International Trading.**

**Responsibilities:**

* Handling Day to Day accounts up to Finalization under Accounting Software Tally.ERP9 version.
* Bank Reconciliation in Tally on daily basis for 15 Banks
* Day to Day Entry in Tally.ERP9 – Purchase, sales, petty cash and Bank.
* Dealing with Suppliers, Auditors and Consultants & Operational Dept.
* Ledger Scrutiny, Periodic Debtors and Creditors Scrutiny / Reconciliation.
* Preparing cost center wise MIS of the units & Present the same in front of management.

**EDUCATION**

* Pursuing PGDM (Post Graduation Diploma in Management) from Welingkar University
* M.Com from Mumbai University in 2013

**PERSONAL DETAILS**

Date of Birth : 08th May 1988

Address : C2/17/3:4 Sector-16 Vashi Navi Mumbai-400703