

## **RESUME**

**Asmita Patil**

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### **CAREER OBJECTIVE:-**

To work with an organization that gives me the opportunity to learn and grow and at the same time presents me with a chance to contribute towards its growth.

### **PROFESSIONAL EXPERIENCE:-**

**ORGANISATION** : Radhakrishna Foodland Pvt. Ltd.

**DURATAION** : July 2011 to till date

**JOB PROFILE** : Sr. Executive [work in oracle NetSuite]

#### **Accounting, Customer Billing, MIS Reporting, Vendor Invoices & Payments.**

- Handling Payable & receivable Accounting – Pan India
- Reconciliation of Account – Bank, Sundry debtors, Creditors etc.
- Verifying & accounting of all bills after taking proper approvals.
- Collection & Tracking of Bills as per monthly provision.
- Communicate with customers for Billing & follow up of Payment as per T&C.
- Making Purchase & Sales Report Weekly & Monthly basis.
- Communicate vendors for Provision, Vendor bills for closure of monthly MIS.
- Release of vendor payments as per allocated funds basis of due date.
- Quarterly Customer & Vendors Balance confirmation and reconciliation.
- MIS Preparing details of Expenses ledger for finalization of Accounts.
- Keeping of Stock Report, Handling Stock Audit & stock Reconciliation.
- Solve audit queries
- Keep track of Vendor Debit balance. Sending mails to respective person to clear Overdue debit balance.

**Customer Handling** : McDonald India (Pan India) (Oracle NetSuite –Accounting software)

**Duration** : Feb 2023 to till Date.

**Customer Handling** : Radhakrishna Foodland Pvt.Ltd-Transportation  
(Oracle NetSuite Accounting software)

**Duration** : July 2018 to Jan 2023

**Customer Handling** : KFC India, Pizza hut, Taco bell Sapphire Foods & YUM India  
(SAP, Netsuite,Tally)

**Duration** : May 2013 to Mar 2018.

**Customer Handling** : Radhakrishna Foodland Pvt.Ltd-Warehousing  
(Oracle NetSuite Accounting software)

**Duration** : July 2011 to April 2013

**JOB RESPONSIBILITY (Account Receivable):**

- Preparation of Invoicing to Client for transport division (Daily and monthly basis)
- Preparation of daily reports of Income
- Generate weekly aging customer outstanding
- Manage and resolve customer inquiries
- Compile data and prepare monthly reports & statements.
- Resolve accounts receivable issues with customers.
- Co-Ordination with Client for Outstanding payment and Balance Confirmation
- Accounting of all receipt and TDS entry for respective accounts
- Reconciliation of Client ledger.
- Co-ordination with Internal Auditors as well as external auditors
- Preparing of reports for helping of Monthly MIS
- Maintain a filing system for all financial documents.
- Reconcile customer payments & sales ledgers
- Form collection strategies to making timely A/R payments.
- Reconcile customer payments & sales ledgers
- Maintaining records of sales bill in accounting software
- Perform the day to day processing of financial transactions.
- Communicate with internal/external sales representatives and accounting
- Managed customer credit file & kept all records.

**JOB RESPONSIBILITY (Account Payable):**

- Responsible for all Accounts Payable processes.
- Maintain the purchase register
- Ensured input and timely payment of all vendor invoices.
- Process and audit of Employee Expense reports
- Responsible for weekly check run and positive pay transmission.
- Assisted in Month End Closing and Year end close.
- Work closely with Auditors during bank and yearly audit.
- Rectified escalated accounts payable issues from vendors.
- Processed Month End closing and reports.
- Daily interaction with vendors.
- Coordinated approval processes of all accounts payable invoices.
- Coded the general ledger and processed vendor invoice payments.
- Reconciliation of Vendor ledger quarterly
- Daily prepared the Bank reconciliation

**EDUCATIONAL QUALIFICATION:-**

S.S.C. : - Maharashtra State Board, With Second Class

H.S.C. : - Maharashtra State Board, With First Class

B.Com (A & F) : - University of Mumbai, (Accounting & Finance) With First Class

**COMPUTER PROGRAMMING SKILLS:-**

- Completed MS-CIT in year-2005-2016-Govt. Recognized Course
- Knowledge of Excel 2003, 2007 & 2013
- Completed Tally ERP. 9 (From tally academy)
- Completed the typing 40 W.P.M in English- Govt. Recognized Course
- Knowledge of SAP(FICO Module)
- Knowledge of Tally ERP 9.0
- Knowledge of Net Suit
- Knowledge of JDE
- Knowledge of Emist

**HOBBIES:-**

- Travelling.
- Cooking.
- Shopping.

**PERSONAL INFORMATION:-**

Date of Birth : - 21<sup>st</sup> March 1987  
Marital Status : - Married  
Nationality : - Indian  
Languages Known : - English, Hindi & Marathi.

I hereby declare that the information furnished herewith is correct to my knowledge and I will responsible for any discrepancy.

**Date:-**

**Place :-**

**Yours Sincerely,**

**Asmita Patil**