

# Resume

**Shivaji D Warudkar**

**MBA (Finance)**

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**Career Objective-** To work in a professional environment sincerely contributes my knowledge to the growth of organization that will encourage my growth.

**Key Skill-**

- Account Receivable, Suspense Account Clearing, Cost center creation and analysis, idle mill, Maintenance and capex report, Sox compliance, Bank Reconciliation, Master Data Management (Customer and Vendor), Petty cash & Expense Claim Booking, Cash application, KPI and Dashboard's report, Cash flow statement, Treasury accounting, Project Accounting-project creation, billing, timesheets.
- Highly organized and be able to work positively and constructively within the pressurized environment.
- Ability to maintain effective working relationship, good communication and situation management skill
- Working Knowledge of SAP (FI) system, Microsoft Dynamix AX, Oracle NetSuite & OpenAir
- Excellent with Tally 9.0, M.S.Office (Word, Excel, PowerPoint), MS Outlook.
- conceptual Ability and Good analytical skill

**Transition Experience:**

**1.Bucharest, Romania (April-May 2018)**

**Done Knowledge Acquisition from European Client** for SARM cost accounting. Went to Bucharest, Romania for one month for acquiring knowledge of SARM accounting process from client.

**2. Laval, Canada (Oct-Nov 2019)**

**Done training on project accounting and year end closing activities.**

**Achievements-**1) Awarded star of the month of July 2016.

2) Awarded star of first quarter of 2017.

3) Completed TTT certification (Train The Trainer)

4) Completed FLM Certification (First Line Manager)

5) Cleared Skill Up certification

**Professional Experience ( 7+ yrs.)**

**1) 2020 Technologies Inc. 3 Sept 2019 to till date.**

**Designation-**Accounting Technician

**Responsibilities-**Project accounting management

- Open projects for various countries
- Check contracts/SOW

- Check timesheets
- Raise fixed priced and T&M invoice for projects
- Month end activities intercompany billings
- Credit notes

**2) Company Name- Magna Infotech (Vodafone Shared services India Pvt. Ltd)**

**Designation- Senior Executive (From November 2018 to August 2019). On contract.**

**Responsibilities- Treasury and Cash Management Activities**

- Daily Bank statement Upload and Saving, Missing Bank entries posting in FEBAN.
- Forecast consolidation and sending to dealers
- Open Item Management of customer and Vendors
- Missing Bank entries posting in FEBAN.
- Bank reconciliation, Clearing GL reconciliation, Loan Reconciliation and Assurenet upload.
- KPI reporting
- Month end closing-Short term to Long term posting, Interest posting, Technical account clearing

**3) Company Name- Wipro Limited, Hinjewadi Phase-II**

**Designation - Executive (Finance & Account) from Dec 2013 to Sept 2018 (4.9 yrs)**

**Responsibilities- Handling Account receivable, Cost accounting and reporting, CMD Mgmnt & General Ledger.**

- Creation of Cost centers, Internal orders and Assessment cycles
- Preparation of Idle Mill report
- Preparation of Maintenance report
- Preparation of Capex Report
- Cost center check and analysis
- Analysis and clearing of Suspense accounts, Month end closing.
- Automatic and Manual Journal Entries
- Sox compliance
- Petty cash /Expense note postings
- Customer Vendor Compensation
- Master Data Management(Customer, Vendor)
- Sales order and Invoice creation, Cash Application
- Preparation of KPI and Dashboard's, Preparation of team productivity and activity reports
- Preparation of DSO and DPO report

- Team Management.

**4) Company Name-SKP Group-(SKP Tricor Corporate Services Pvt.Ltd.) Baner, Pune.**

**Designation**- Account Assistant

From 11 June 2012 to 10 July 2013(1 yr. & 1 Month)

**Responsibilities**-

- Responsible for updating account records and book keeping.
- Expense claim and petty cash accounting
- Posting of invoice entries in to tally.
- Bank payment entries & Bank reconciliation
- Tds, Service Tax related entries.TDS Pac updation.

**5) Company Name-Tata Motors PCBU, Chikhali,Pune.**

**Designation**- Material Assistant (Temporary period)

From October, 2009 to May 2010 (7.5 months)

**Responsibilities**-

- Daily stock updating opening and closing
- Material availability as per production plan
- Provide material on line as per production plan
- Loading unloading of Material from store to Line area
- Providing Material stock report to Management

**Professional Qualification**-

- Passed MBA with finance from Pune University with B+ in May 2012
- Completed M.Com from Pune University with B+ in May 2009.
- Completed B.Com from Pune University with First class in Apr-2007.
- Completed GDC& A from Pune with First class in May-2012.

**Academic Qualification**

- completed Secondary Examination, Maharashtra Board, securing 53%.
- completed Sr. Secondary Examination, Maharashtra Board, securing 64%.

**Personal Details**

**Date of Birth** - 25<sup>th</sup> July 1986

**Passport No** - **R4468787**  
**Permanent Address** - D-108, Laxmi Shantibhan Phase-2, Shivane -Pune-23.  
**Languages Known-** - Marathi, Hindi, English.

**DECLARATION**

I, hereby declare that all information given above is genuine & true. If it is found wrong at any stage, my candidacy will cancel.

**Place:**

**Date:**

***Shivaji Devidas Warudkar***