

CURRICULUM VITAE



Somnath Vikram Jagtap

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CARRIER OBJECTIVE

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector.

WORK EXPERIENCE

I have over all **13 years** of experience in Finance and Accounts. Which is including 5 years of Experience is related to Accounts payable process.

Worked as an **Accounts Sr. Officer** in **BARAMATI AGRO LTD**, Baramati. From Nov 2012 to Till Now

Accounts Payable & Bill Booking

Roles and Responsibilities.

- Support the Requisition to pay invoice processing team.
- Processing Non-PO & Service PO Invoices with approvals Booking
- Processes high value invoices / critical vendors
- Validating & processing freight invoices
- Invoice exceptions clearing in sap
- Passing Journal Vouchers, & Clearing in sap
- Invoice booking after Attached in entry in sap
- Service sheet make for service contractor all in sap
- Service & Material Invoice booking in sap
- Customer & Vendor debit entry passing in sap
- Preparing of Cheques and entry into accounting systems.
- Verification of vouchers and involved in auditing.
- Vendor & Customer master data maintenance.
- Resolving client's queries regarding overdue payments
- Quick response to query mails
- Submit need based data to Manager
- Supporting to team members
- E-Way Bill Generate
- Company portal Vendor Create

Accounts Payable

- 1) Vendor Due Report Generate.
- 2) Payment Manual (ZF53) and Auto Generate. (ZAUTOPAY)
- 3) Payment List Generate. (ZRTGS)
- 4) Advance Payment Process. (F-48)
- 5) **CBF** Growing Charges Payment,
- 6) Vendor Master, And Monthly Report. (ZVMR)

- Processing advance payment entry as per location request from client.
- Cash Payment & cash Receipt Entry in sap with handling
- Customer Bank receipt entry in sap
- Processing the urgent payment as per location request with finance approval.
- Passing entry for local cheques.
- Sending advance payments report to management.

Travel and Expense (T&E) Team.

- Vouching of claims submitted by employees, adjusting the advance and accounting the Expenses in sap
- Applying the policy of the Respective geography based on Employee eligibility.
- Adjusting the advance if taken by the employee.
- Processing of Employee Reimbursement as per the policy and within the stipulated time.
- Reconciliation of employee accounts.
- Preparation of daily, monthly and quarterly reports.
- Regularly handled employee calls and clarified their queries as per the requirement of the process.

Educational Qualifications

- M. Com Appeared From Pune University
- B.Com From Pune University in 2007
- MS-CIT 2007

Technical Skills:

Software Package	FI - ASAP ECC And SAP S4 HANA
Packages	MS Office - Excel, Word, PowerPoint, Spreadsheets Excel
Operating Systems	Microsoft Windows XP, 2007 and Vista
Accounting Package	ERP TALLY 0.9
Mail System	Zimbra And G-Mail
Languages Known	English, Hindi, Marathi

Personal Details:-

Father Name : - Vikram Nivruti Jagtap
 DOB :- 07 Jan 1990
 Permanent Address :- A/P- Kandalgaon, Tal - Indapur,
 Dist. - Pune, Pin - 413106
 Marital Status :- Married
 Nationality :- Indian
 Excepted Salary :- 55,000/- P.M.

I acknowledge that the details given above are true to best of my knowledge.

Your Sincerely

Somnath V. Jagtap