

# VAISHNAVI BAPU SAKHARKAR

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Juinagar, Navi Mumbai – 400705

## PROFESSIONAL SUMMARY

Finance professional with 5+ years of experience in Accounts Payable, Accounts Receivable, and financial operations. Demonstrated success in Oracle ERP, Tally ERP 9, and MS Excel for managing invoices, reconciliations, GST/TDS filings, payroll processing, and audit support. Strong analytical, communication, and multitasking skills, aligned with Capgemini's high-performance finance culture.

## CORE COMPETENCIES

- Accounts Payable & Receivable (AP/AR)
- GST & TDS Compliance and Filing
- Vendor and Employee Reconciliations
- Payroll Processing & Tax Calculations
- Oracle ERP | Tally ERP 9
- Bank Entries & Reconciliation
- Monthly/Quarterly/Annual ROI Reporting
- Audit Support & Financial Reporting
- MS Excel (VLOOKUP, Pivot, Data Validation)

## PROFESSIONAL EXPERIENCE

- **RMH Motoroctane Pvt. Ltd. – Navi Mumbai**

*Account Executive | Jan 2024 – Present*

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- Manage AP/AR, including vendor invoice processing, reconciliations, and payment scheduling
- File monthly GST and TDS returns, handle advance tax working
- Process employee payroll and Form 16 issuance
- Prepare audit reports and assist during statutory audits
- Maintain bank ledgers, perform reconciliations, and generate ROI reports

- **Modi Hyundai Showroom – Mumbai**

*Account Executive | Feb 2023 – Jan 2024*

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- Handled GST and PT returns for multiple entities
- Managed AP/AR and processed salary and statutory payments (PF, ESIC)
- Performed reconciliation of vendor accounts and staff payroll records
- Created TDS challans and ensured timely online payments

- **Homi Bhabha Centre for Science Education (TIFR) – Mumbai**

*Project Assistant – Finance | Dec 2019 – Dec 2022*

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- Used Oracle ERP to create invoices, manage accounts, and track financial records
- Prepared GST, TDS, and PT returns and made statutory payments
- Processed payroll and foreign transactions (15CA forms)
- Reconciled 26AS vs TDS ledgers, coordinated with auditors
- Performed monthly reconciliations of plan/non-plan accounts

- **CA Nimesh Sodha & Co. – Mumbai**

*Accountant | Nov 2018 – Nov 2019*

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- Filed GST and PT returns for clients
- Created invoices, maintained Tally books, and handled petty cash
- Calculated advance tax and coordinated with client auditors

- **The Municipal Co-operative Bank Ltd. – Mumbai**

*Trainee (Finance Operations) | Oct 2016 – Mar 2017*

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- Supported NEFT/RTGS processing and loan-related documentation
- Gained exposure to retail banking systems and customer service during demonetization

## **EDUCATION**

- M.Com (Accountancy) – Mumbai University, VES College (2020) – 71%
- TY-BBI (Banking & Insurance) – Mumbai University (2018) – 67%
- HSC (Commerce) – R.A. Podar College, Matunga (2015) – 82.77%
- SSC – Sadhana Vidyalaya, Sion (2013) – 92.73%

## **CERTIFICATIONS & IT SKILLS**

- Tally ERP 9 with GST
- Oracle ERP (Accounts module)
- MS-CIT
- Typing: 30 WPM (English & Marathi)
- Learning SAP

## **INTERPERSONAL SKILLS**

- Attention to Detail | Accuracy under Pressure
- Time Management | Task Prioritization
- Team Collaboration | Independent Working
- Analytical Thinking | Compliance-Focused

## **LANGUAGES**

English | Hindi | Marathi