

# Anjali Gore

## Senior Finance Analyst

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27 Shukrawar Peth, Pune-02

18th February 1976



### *About Me*

I am Senior Finance Analyst with 10+ years of experience in corporate finance. Expert at Interdepartmental coordination and communication. Having excellent commitment to job and a good team player with right attitude to work.

### *Relevant Skills*

- Accounts Payable
- Vendor management
- Uploading payments
- Bank reconciliation
- MS Word
- MS Excel
- SAP
- Softex submission
- Cash flow statement
- Monthly statutory payments
- TDS return

### *Projects*

- Bank Payment Automation in SAP
- AutoBank for Auto Bank Reconciliation in SAP

### *Rewards & Recognition*

- Achieved Customer Excellence Certificate
- Star Award for consistent performance

## *Work Experience*

### **Senior Analyst in Finance dept.**

#### ***Metro Global Solution Center Private Limited***

May 2011 to May 2024

- Managing day to day Accounting Operations in PTP process and monthly vendor balance reconciliation.
- Performing batchwise vendor payment run in SAP. Procuring form 15CB and preparing 15CA for foreign payments.
- Liaisoning with bank for other bank operations like addition/deletion of new user, foreign payments, Euro conversion, placing Fixed Deposit etc.
- Responsible for preparing monthly Bank Reconciliation & handling monthly Statutory payments like PF, ESIC, PT, TDS & Tax payments.
- Filing quarterly TDS return and issuing Form 16A to vendors/suppliers.
- Maintaining corporate credit card bills and booking the expense.
- Preparing monthly balance sheet reconciliation.
- Handling Petty Cash activities & booking the same in SAP systems.
- Responsible for booking monthly salary JV and monthly accruals, maintaining salary Payable Ledger and Payroll liability GL.
- Assisting in all Internal and External Audit related activities.
- Monthly STPI compliance like submitting SERF, MPR and softex on STPI portal.
- Arranging Forex for employees travelling to Onshore and ensuring timely settlement of Travel advance adhering to company policy guidelines.

### **Operation Executive in Accounts Payable**

#### **BNY Mellon**

March 2008 to May 2011

- *To key-in all Purchase invoices using Oracle 11i - Financials E-business suite.*
- Corporate sourcing experience in supplier setup, cost code and tax code setup and approvers set up.
- Generated daily reports like hold report, rejection report, duplicate report etc.
- Resolving invoice queries with onshore clients.

### **Customer Care Executive**

#### **EXL Services Ltd**

Dec 2006 to March 2008

- Worked as Back Office Agent for Centrica Group client in Disputed Reads section on SAP application.
- Tracking of daily activities and report creation.

## Branch Accountant

### Talwalkar Fitness –Health club

Oct 2004 to July 2006

- Day to day Pettycash expenses, bank deposits and bank maintenance.
- Salary payments and accounts maintenance.
- Supplier payments and reconciliation of supplier accounts and bank accounts.
- Preparation of Accounts Audits & Balance Sheets and Internal Audits.

## *Education*

1998

Master of Commerce

Pune University

61%

1996

Bachelor of Commerce

Pune University (S P College)

63%

1993

HSC

Pune University (S P College)

74%

1991

SSC

Balshikshan Mandir School

74%

## *Declaration*

I hereby declare that aforesaid are authentic to the best of my knowledge and belief.