

Sae Nipnikar

A performance-driven professional, *targeting assignments in Finance & Accounting* with an organization of high repute for mutual growth; **Target Location: United Arab Emirates**



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PROFILE SUMMARY

- A competent professional with **05 years of experience in accounting under Tally ERP.**
- Investigated and resolved discrepancies in monthly back accounts while under tight deadlines.
- Assisted with the monthly / quarterly / annual closure schedules; provided monthly financial statements; assistant with the monthly closing process.
- Proficient in maintaining & reconciling accounts; creating, documenting & recording various inter company transactions.
- Proficient in managing various commercial operations including preparing invoicing as well as managing debtors, suppliers, making purchase orders and accounts reconciliation
- Experienced in ensuring timely payments to vendors as per the agreed credit period; supervising the reconciliation of vendor account on a periodic basis
- Managed daily Accounts Payable (AP) processes; managed vendor relations; oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- Supervised operations of the Accounts Receivable (AR) section with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables and timely collection in accordance to company policies Cleared Accounts Receivable Aging Report of hundreds of old debit and credit invoices by researching and resolving collection and billing issues
- An effective communicator with an excellent analytical, problem-solving, decision-making and team management skills;
- possess a positive attitude towards work with strategic thinking and behaviour

WORK EXPERIENCE

Sept 2020- June 2023 Bridgestone Select- House of Tyres, Goa- India. Executive Accountant

- Managed petty cash, passed entries & maintained cash book in Excel sheet
- Booked purchase invoices, raised sales invoices, debit note, credit note, journal voucher & commission invoices
- Submitted invoice via mail / portal for customers; creating customer code, supplier code, address code with proper customer details along with payment term and credit limit
- Made payments through cheque, cash and online and pass payment entries in software
- Passed bank transaction entries & bank reconciliation in Excel Sheet
- Maintained bank pass book in Excel Sheet
- Maintained collection data and mailed to concern person
- Sent SOA and followed up for payment with customer and salesman via mail.

June 2018 – Aug 2020 Wincon Builders & Real Estate Developers Goa – India. Customer Service Executive

- Assisted large volume of clients every day with positive attitude and focus on customer satisfaction.
- Responded to customer calls and emails to answer questions about plots, lands and services.
- Kept detailed records of customer interactions to track and resolve issues quickly.
- Monitored cash drawers and maintained adequate cash supply.
- Developed and updated databases to handle customer data.
- Calculated correct order totals, updated accounts, and maintained detailed records for inventory management.

IT – SKILLS

Tally | MS Office & Internet

EDUCATION

- o Bachelor of Commerce from Goa University, Goa – India June 2015 – May 2018
- o Higher secondary school certificate examination from Goa Board, Goa – India June 2013 – May 2015
- o Secondary school certificate examination from Goa Board, Goa – May 2013

PERSONAL DETAILS

Date of Birth: 17 May 1997 Marital Status: Married

Languages Known: English, Hindi, Kannada, Konkani Nationality: Indian

Current Address: AL – Karama. Visa Type: Visiting Visa

Visa Expiry: 11 November 2023