



## SAURABH JAIPRAKASH KOLTE

### ACCOUNTANT

• General Accounting • Accounts Payables • Bookkeeping

Location Preference: Mumbai

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## Core Competencies

General Accounting



Accounts Payable



Cost Accounting



Reconciliation



Vendor Coordination



Data Entry & Management



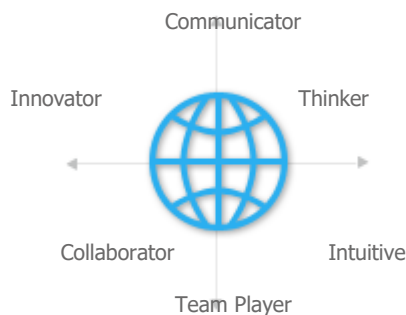
Cash Collection



## Profile Summary

- A result-oriented professional with **11.5 years** of experience in General Accounting, Accounts Payable, Bookkeeping and Data Management
- Presently associated with **Jet Airways (India) Limited, Mumbai as Accountant**
- Skilled in managing day-to-day accounts related activities in co-ordination with internal / external departments for smooth financial operations
- Proficient in establishing, maintaining, & coordinating the implementation of accounting & accounting control procedures
- Excels in supervising the input and management of financial data & reports for the company's automated financial systems
- Experienced in developing payable controls & procedures that improved timeliness and accuracy of recording & payment of transactions
- Well versed with GST Law and Procedures
- A team player with the capability to work in multi-cultural environments

## Soft Skills



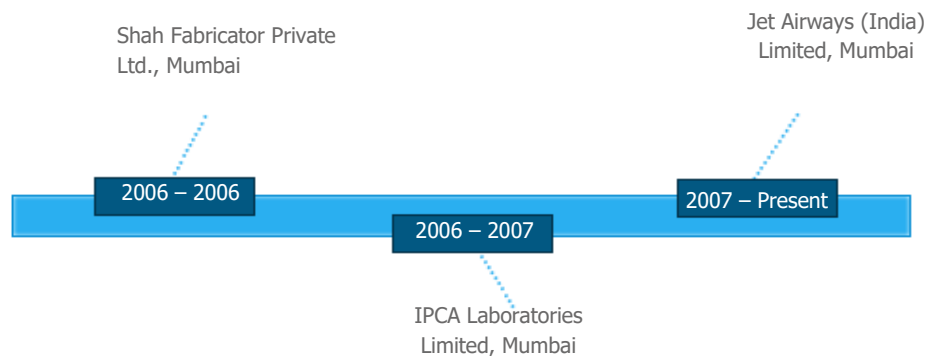
## Education

- LL.B. from Mumbai University in 2016
- Masters in Financial Management (MFM) / MBA Finance from Mumbai University in 2013
- Diploma in Financial Management from Welingkar Institute of Management in 2009

### Other Courses:

- MS-CIT exam in July 2006; the syllabus includes Microsoft Word, Microsoft Excel, Internet Applications
- Typing Exam in March 2007 under Government Certified Certificate

## Career Timeline



## Work Experience

**Dec' 07 – Present**

**Jet Airways (India) Limited, Mumbai as Accountant**

**Sep' 06 – Dec' 07**

**IPCA Laboratories Limited, Mumbai as Account Assistant**

### **Key Result Areas:**

- Maintaining & reconciling accounts, creating, documenting, and posting complex journal entries; recording various intercompany transactions & cost allocations
- Adhering to accounting controls by following policies & procedures in compliance with legal & regulatory requirements
- Performing reconciliations of general ledger
- Supporting internal & external audits by providing information & answers to Auditors; conducting internal audit of transactions, where necessary
- Ensuring matching of invoices, debit/credit notes, delivery notes, purchase orders, goods receipt notes, vouchers & other related documents before creating any accounting entries
- Managing the day-to-day processing of Accounts Payable (AP) transactions to ensure that organizational finances are maintained in an effective, up-to-date and accurate manner
- Verifying that transactions complied with financial policies and procedures
- Receiving and verifying invoices & requisitions for goods & services; assuring that procedures pertaining to sign-off, coding, scanning & payment were followed
- Ensuring that all payables were entered accurately and efficiently into the accounting system, including a thorough description of each item
- Checking, passing and accounting of bills related to Raw/Packing Material, General Items, Transporters Bills, Import & Export Clearing Charges Bills, & so on
- Maintaining a listing of accounts payable, the general ledger, updated vendor files and file numbers
- Managing foreign vendors (FOREX Division) of company with regards to import & repair of spares; day-to-day role included:
  - Checking and passing of bills related to aircraft spares
  - Scrutiny of supplier's ledgers
  - Scrutiny of creditors & debtors payments
  - Dealing with banks about daily vendors payments
  - Uploading 15CB in NSDL site for fulfilling the procedures
  - Informing vendors about payments

## Previous Experience

**Jun' 06 – Aug' 06**

**Shah Fabricator Private Ltd., Borivali (Mumbai) as Accounts Clerk**

## IT Skills

- MS Office: Word, Excel, PowerPoint
- Tally 5.4,6.3,7.2, SAP 7.2, AMOS (Aircraft Maintenance Operating System)
- Operating Systems: Windows 95, 98, XP
- FAS accounting package in Oracle

## Personal Details

**Date of Birth:** 13<sup>th</sup> October 1985

**Languages Known:** English, Hindi, and Marathi

**Address:** 11/A/1,001,New Vanshri CHS, Ashok Van, Borivali (E), Mumbai-400 066