

# Geeta Solse

## Executive- Finance & Admin

**Enthusiastic and Professional** . Experience in Finance & Administration with training in a wide range of office tasks. Able to work under pressure and collaborate with the teams. Seeking to secure a responsible career opportunity to fully utilize my skills, while making a significant contribution to the success of the company.



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Mulund (E) Mumbai, India



27 April, 1993

## SKILLS

SAP

Budgeting

CAPEX & Asset  
Verification

Compliance

Excise

Vendor Management

Vendor Co-ordination

Employee Management

Employees Facility  
Management

Provision

Property Tax

Services Billing  
Management

## LANGUAGES

English

Professional Working Proficiency

Marathi

Full Professional Proficiency

Hindi

Full Professional Proficiency

## WORK EXPERIENCE

### Executive- Finance & Admin

#### PPG- Asian Paints Pvt Ltd

12/2015 - Present

Navi Mumbai

Asian Paints PPG Industries is a global, multi-billion dollar company is a world leader in performance and industrial coatings.

#### Achievements/Tasks

- Creating & Handling Purchase Order in SAP.
- Generation of Goods Receipt Note, Service Entry in SAP.
- Generation of Excise, GST & E Way Bills.
- Factory Compliance (Form 16, Form 27, Factory Inspection Data).
- Maintenance of CAPEX & Assets Records.
- Stock Management- PPE , Stationary & Canteen, New Vendor Generation.
- Booking & Managing - Services Billing (Elec, Water, CETP, Telecom, Property Tax).
- Employee Attendance Management, Employee Activities, Employee Welfare & Health.
- Managing Security & Housekeeping Team.
- Booking Vendor Payments & Generation of Invoices/ Quotes.

## FINANCE & ADMIN SOFTWARES

Systems, Applications & Products in Data Processing (SAP)

Tally 9.0 ERP

MS-CIT

MS Excel, Word & Power Point

## EDUCATION

### MBA \_ Specialization in Operations

#### Welingkar Institute of Management (Mumbai University)

2016 - 2018

Mumbai

### Bachelors of Commerec

#### F.G. Naik College (Mumbai University)

2012 - 2015

Navi Mumbai

### Higher Secondary School

#### F.G. Naik College (Mumbai University)

2010 - 2012

Navi Mumbai

### Secondary School

#### D.V.S (Maharashtra State Board)

2009 - 2010