

sharvarisalvi02@gmail.com

+91 9969447577

Mumbai, Maharashtra 400012

Skills

- Invoice Posting
- Payment Processing
- Vendor Master Set Up
- Vendor Reconciliation
- Managing OCR Workflows
- Foreign Remittance
- Payment Projection
- DPO Management
- MS Office - Outlook
- MS Office - Excel
- MS Office - Word
- MS Office - PowerPoint
- Tally
- SAP (FI)
- FIS
- Afsys
- Cargowise
- Flexcube
- Full Suite
- ERecon
- VIM

Education And Training

01/2015

Bachelor's:

accounting & finance

Mumbai University

Mumbai, India

GPA: First Grade

01/2015

Degree In Commerce:

Dahanukar College

Mumbai, India

GPA: First Grade

01/2012

Higher Secondary:

Commerce

Patkar College

Mumbai, India

GPA: First Grade

Websites, Portfolios, Profiles

- www.linkedin.com/in/sharvari-

Sharvari Salvi

Summary

Accounts Payable Specialist with strong knowledge of Office Applications and SAP 9 years in Accounts Payable Profile, I am experienced in Domestic & International Accounts Payable function. I have applied my knowledge of P2P to work effectively and efficiently in day-to-day activities. 1.5 years in Internal Audit Team in Banking sector, verifying and vouching the correctness of accounts posted, checking for supporting documents and initiating escalations for balances above threshold. Worked for 8 Countries ranging from India, Pakistan, UAE, Saudi Arabia, Jordan, Iraq, Bahrain, Kuwait, Qatar And wish to work more with diversified people and cultures. I have good interpersonal skills, which enables me to work individually as well as collectively with people of Different cultures.

Experience

Zodder Services Private Limited - Senior Accounts Executive

Mumbai

07/2024 - Current

- Validating Invoices Received from Third Party Vendors
- Forecasting and Processing Payments
- Preparing FDAs (Final Disbursement Account)
- Comparing PDA vs FDA and vouching the variances
- Handling Third Party Vessels
- Vendor Reconciliations

SAX INDIA LLP - Senior Accounts Executive

Mumbai

07/2023 - 07/2024

- Maintaining Invoice Details on Excel
- Processing Payments
- Vendor Management
- Bank Reconciliation
- Vendor Reconciliation
- Handling Petty Cash
- Processing Adjustments
- Reimbursement Expenses
- Follow up with Customers for Outstanding Funds and Recording Receipts in System

Citicorp Services India Private Limited - Accounts Executive

Mumbai

07/2021 - 07/2023

- Reconciliation and Substantiation of Balances at Account Level
- Vouching the correctness of entries posted
- Validating the supporting documents and rationale
- Following up with Account Owners for rectification of transactions if required
- Reporting the Red Flags affecting P&L Statement to Management

harchekar-152529173

Languages

Marathi: First Language

Hindi: C2

Proficient

English: C2

Proficient

- Maintaining Balances in Nostro Accounts
- Escalating cases, wherein aged balances are parked in Suspense Account
- Bank & Vendor Reconciliations
- Posting Adjustments
- Resolving the Aged balances to depict clear picture of financial statements
- Verifying KYC documents and its linkage
- Assisted in internal migration of data within the in-house packages

Hapag-Lloyd - Accounts Payable Coordinator

Mumbai

01/2019 - 07/2021

- Invoice Posting (PO & Non-PO Invoices)
- Payment Processing
- Payment Projection
- Vendor Master Set Up
- Vendor Reconciliation
- Monitoring Critical vendors for PDC account balance
- DPO Management - Vendor Payments, MM Balance and Turnover monitoring
- Open PO Monitoring, GRIR Clearing
- Managing OCR Workflows
- Coordination with Vendors for query resolution
- Arranging NDC from Vendors
- Commenting on variance between Weekly Actual v/s Projected Payments
- Bank Suspense Clearing
- Open Items Clearance

Swift Freight India Private Limited - Accounts Executive

Mumbai

07/2018 - 01/2019

- Invoice Posting
- Payment Processing
- Bank Reconciliation
- Vendor Reconciliation

Samsara Shipping Services Pvt. Ltd - Accounts Executive

Mumbai

05/2016 - 07/2018

- Invoice Posting
- Payment Processing
- Bank Reconciliation
- Resolving Queries related to Banking Transactions
- Foreign Remittance
- Negotiating with Vendors to Avail Maximum Credit Period
- Following up with Principals for Collection of Outstanding Funds

Systems Skills

MS Office - Outlook, Excel, Word, PowerPoint, Tally, SAP (FI), FIS, Afsys, Cargowise, Flexcube, Full Suite, eRecon, VIM