

Tejaswini Chile

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Career Objective:

A dedicated professional with a post-graduation degree in Commerce possessing a strong background in Finance and Accounting practices and methodologies. Well versed in MS Office, Google Suite applications along with good working knowledge of SAP. My objective is to secure a responsible career opportunity which provides me a chance to improve my skills and knowledge in the field of Accountancy and Finance, making a significant contribution to the success of the company.

Work Experience:

ASIAN PAINTS LIMITED (Head office, Santacruz)

Mar'22 - Present

Executive II – Manufacturing Technology

- Creating purchase orders in SAP
- Passing Goods Receipts & Service entries
- Initiating new vendor registration and updating current vendor master data
- Collation of monthly provision from function
- Initiating vendor payments
- Finalizing ABG & PBG documents and maintaining tracker
- Open vendor balance review and clearing of old balances
- Resolving vendor queries/reconciliation with vendor ledger

Executive II – Corporate Accounts

- Assisting in monthly preparation of Profit and Loss Statement and Balance Sheet.
- Handling overall provision activity for P&L finalisation.
- Net advances and Creditors working for monthly Balance Sheet preparation.
- Carrying out GL scrutiny activities (open balance clearing, ensuring accounting hygiene) at regular intervals.
- Monthly trend analysis of various expense heads and providing reasons for the variances.
- Assisting the team in monthly PPT preparation sent to hierarchy indicating overall performance of the company.
- Preparation of other MIS reports required by hierarchy.
- Support to Auditors for smooth quarterly audit closure.

COLGATE GLOBAL BUSINESS SERVICES, Powai

Jul'21 - Mar'22

Third party Executive - Supply Chain Finance

- Releasing costs of New Products in SAP for APAC region
- Preparation of ICP file

COLGATE GLOBAL BUSINESS SERVICES, Powai

Jun'20 - May'21

Finance Intern - Accounts Payable (India Team)

- Validation of Invoices
- Processing of invoices in SAP
- Follow up with Vendors

RAJDEEP GARMENTS, Sion

May'19-Jun'19

Intern

- Passing entries of Tally
- Preparation of e-way bill as and when necessary

Qualifications:

- Passed Masters in Commerce from IDOL, University of Mumbai with 77% in 2022
- Passed Bachelors of Commerce in Accounting and Finance in 2020 from V.G. Vaze College of Arts, Science and Commerce affiliated to Mumbai University with 9.41 CGPA and A+ Grade
- Passed HSC in Commerce from Vani Vidyalaya, Mulund with 82.92% in 2017
- Passed SSC from Vani Vidyalaya, Mulund with 89.20% in 2015

Skills:

Working knowledge of SAP

Working knowledge of Excel, Word and PowerPoint along with G-Suite applications

Good Communication skills

Certifications:

MS CIT – 2017

Advanced Tally – 2019

Advanced Excel - 2022

Languages Known:

English, Marathi, Hindi

Interests:

Reading books, listening music

Personal Details:

Date of birth: 25th Jan 2000

Nationality: Indian

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

(Tejaswini Chile)