

AMIT.A.MHAMUNKAR

Assistant Manager (Administration, Vendor Management, Account Payable, Account & Finance & Procurement)

Performance-driven professional with pioneering experience in **Administration, Vendor Management, Accounts Payables, Operational Excellence, Petty Cash Account, Reimbursement Accounts, Assisting in the Online payment & administering of corporate credit card**; excellence in conceptualizing & implementing effective ideas/ strategies which adds value to organization through inspiring leadership, rich experience & innovation excellence.



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Core Competencies

Administration

Accounts Payables

Petty Cash Account

GL Reconciliations

Vendor Negotiations &

Management Invoices & Expense

Reports Cash Management

Debtor & Credit Control Management

Reimbursement Accounts

Treasury Functions

Procurement

Profile Summary

- **Strategic & enterprising leader**, with over 20 years of extensive experience in managing cross-functional roles across **Administration, Vendor Management, Repair & maintenance, procurement of office equipment's , infrastructure with AMC, Accounts Payables, Operational Excellence, Accounts Reconciliations, Reporting & Documentation and Petty Cash Account, Reimbursement Accounts.**
- **Expertise in managing daily Accounts Payable (AP) processes**; steering vendor relations; directed the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions; showcased excellence in **ideating cost saving initiatives**
- **Maintained adherence to corporate, accounting and GAAP standards**; addressed escalated Accounts Payable issues raised by employees and vendors; ensured accurate and compliant files and records in line with company policies and government regulations
- **Investigated and resolved discrepancies** in monthly back accounts while under tight deadlines; expertise in ensuring operational processes are managed in terms of **TAT, accuracy, frequency & compliance** leading to seamless service delivery
- Experienced in **GL Reconciliations, AP Reconciliations and Reconciliations.**
- **Petty cash management** - Compute, classification and summarize of petty cash expenses, reimbursements, claims, disbursement etc. for project and office to make sure payment amounts, records and supporting documents are correct. Prepare accounting reports. Maintain & Transfer to Fund of location day to day operational activity.
- Proficient at **managing day-to-day commercial, cash & accounting functions** in coordination with internal / external departments for smooth financial operations; experience in implementing financial procedures

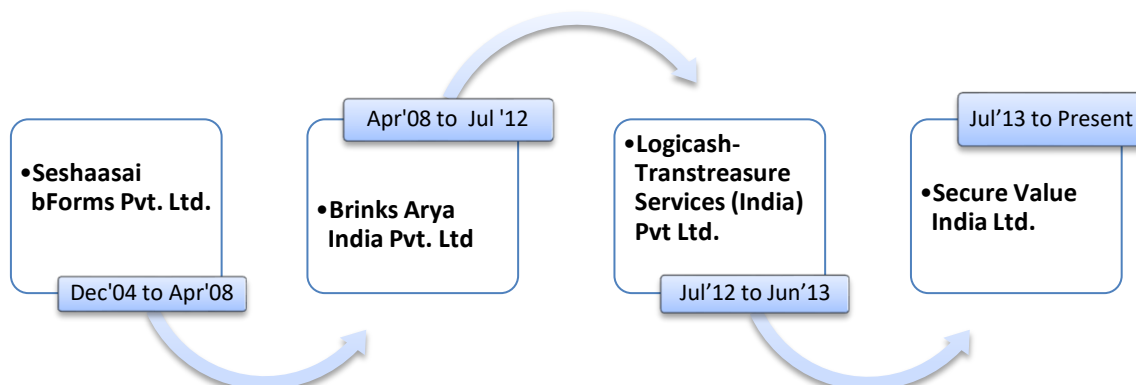
Personal Details

Date of Birth: 27th Dec, 1980

Address: D - 113, 01st Floor
Sai Siddharth CHS,
Gokuldham, Kopri Road, Thane -
E - 400603

Languages Known: English, Marathi &
Hindi

Career Timeline



Work Experience

Jul'13 to Present: Secure Value India Ltd.

As Asst. Manager (Admin / HR, Finance & Account)

Jul'12 to Jun'13: Logcash-
Transtreasure Services (India)
Pvt Ltd.

As Sr. Executive (Administration / HR)

Apr'08 to Jul'12: Brinks Arya India Pvt Ltd.

As Sr. Executive (Administration)

Dec'04 to Apr'08: Sessaasai bForms Pvt. Ltd.

As Executive (Administration)

Roles Across The Career

- Managing the **processing, distribution, accuracy verification & maintenance of invoices**; interfacing extensively with a nationwide network of vendors & suppliers
- Repair & maintenance, procurement of office equipment's infrastructure with AMC
- Ensuring the smooth running of the **Accounts Payable Department**.
- Processing the invoices by the accounts payable team and **validating & processing the payments**
- Tracking the **incoming receipts and passing journal entries** to record it in the general ledger
- Supervising the **month-end closing process and reconciliation of ledgers**; clearing all the aged items which are more than 60 days
- Ensuring that the accounts payable team replies to all queries in a timely manner and that **all queries were dealt with correctly and effectively**
- Developing & maintaining **processes & systems** for efficient processing of vendor invoices
- **Resolving issues with vendors**, including past due and /or disputed invoices by research & communication within the company & the vendors
- Ensuring timely payments to vendors as per the **agreed credit period**; supervising the reconciliation of **Vendor Account on a periodic basis**
- Promoting **cross-training** throughout the Accounts Payable (AP) function by creating an internal training program focusing on improving business operations, policies and processes
- Composing effective **accounting and ad-hoc reports summarizing Accounts Payable (AP) data** for the Supply Chain, HR and other departments
- **Petty cash management** - Compute, classification and summarize of petty cash expenses, reimbursements, claims, disbursement etc. for project and office to make sure payment amounts, records and supporting documents are correct. Prepare accounting reports. Maintain & Transfer to Fund of location day to day operational activity.
- Reimbursement claims, FLM and Conveyance Voucher Process - Process and Track Petty cash vouchers, FLM Conveyance, Mobile and Travel Conveyance till Reimbursement. Utility Bills Online Payments - Track, record and payments of utility bills online.
- **Administering the entire Payable Function including:**
 - Making of Payment proposal, issue checks and manual check requests
 - Assisting in the administering of corporate credit card
 - Monitoring expenses for appropriateness and approval, and ensuring transactions include appropriate support
 - Ensuring procedures are maintained for the collection, filing and processing of accounts payable invoices
 - Reconciling processed work by verifying entries and comparing system reports to balances
 - Maintaining documentation on procedures and policies for AP transactions
 - Researching and resolving any invoice discrepancies and issues
 - Providing Fund forecast to Banking & Treasury
- Providing **audit support** and giving proper response to Internal Auditor, ensuring all audit requirements are met

Education

- BCA (Bachelor of Computer Application)

IT Skills

- MS_CIT, Ms Excel, Power Point, MS_Access, SQL, SAP - FICO, ERP, HRMS, VMS
MS Office, Internet Perfect.
- Basic Knowledge Hardware