



# SUHAS KHARCHE

ACCOUNTS PAYABLE

## CONTACT

+971564867065

kharchesuhas07@gmail.com

Street 4 Discovery  
Garden Dubai

## PROFESSIONAL SKILLS

- Producing financial records
- Recording transaction
- Tracking expenses and income
- Checking numbers for accuracy
- Managing audit
- Analytical skills
- Vendor Management
- Bank reconciliation
- Reporting
- Regulatory Compliance
- Budget control
- Accounts administration
- Organised
- Proactive
- Self-motivated
- Detail orientated
- SAP MACROS

## OTHER SKILLS

- Microsoft Excel
- Microsoft Word
- MS Power Point

## PROFILE

Accomplished accounts payable specialist with high degree of professionalism and strong problem resolution capabilities. Maintain 100% accuracy in processing invoices. Proficient at vendor management and thrives in challenging, fast paced environments. Dedicated to providing current state of accounts report to inform cash flow management decisions.

## WORK EXPERIENCE

### MAERSK Global service

#### Center Pune

2012- 2023

#### Accounts Payable Analyst

- Efficiency process vendor invoices and maintain up to date system, improving productivity by 35%
- Coordinate approval process of all accounts payable invoices.
- Balance batch summary reports for verification and approval.
- Prepare month end closing entries for detailed reporting and research and resolve all payments problems.
- Verified details of transactions, including funds available and total accounts balance.
- Revamped 70% of the accounting quality system to prepare for important audits.
- Renegotiated payment terms with suppliers.
- Coded the general ledger and processed vendor invoice payments.
- Rectified escalated accounts payable issues from employees and vendors reducing loss by 53%.
- Developed monthly tracking reports to keep management informed of due and past due vendor invoices.
- Prepared over 200 vendor invoices and processed incoming payments.
- Knowledge of data validation process.
- Ability to collaborate with cross functional teams.
- Used SAP which includes performing basic steps in invoice verification, identifying error codes, analysing and resolving price differences, quantity differences, missing delivery PO double invoicing.
- Performed other task such as creating debit and credit note for iv02 cancellations. Importing GR/IR data from macros.

## E D U C A T I O N

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- Master of Arts

2007-2009

## R E F E R E N C E

### Monika Chaudhari

Landmark Group

Phone: +971561780565

Email: Monika\_chaudhari2000@yahoo.com

### Vikas Bankar

Carbon Market DNV

Phone: +971589991475

Email: horizon1985@gmail.com

## Phoenix Maritime Services (P) LTD

JUN 2011 - DEC 2011

### Recruitment Officer

- Recruitment and Selections.
- Preparing Results in Excel Sheets.
- Taking campus in Engineering Colleges throughout India.
- Taking Interviews and select students.
- Ticket booking for directors.
- Preparing travel expense sheet.
- Planning travel schedule for campus drive.
- Co-ordination with TPO and students.
- Arrangements for Seminars and inventory and stocks.
- Making arrangements for medical check ups.
- Banking Cheques draft and deposits.