



## ABHISHEK V. CHAVAN

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### Career Summary

- ❖ A result-oriented professional offering more than 4.5 years of successful career with ERP- SAP.
- ❖ Expertise in modules like HR Module, FICO Module.
- ❖ Hands-on experience in Indian Payroll, Vendor Payment, Reports and Reconciliation.
- ❖ Good knowledge of Accounting maintenance activities via ERP-SAP like Configuring and maintaining.
- ❖ Accounts and General Ledgers, Reconciliation reports, setting up Accounts clearing Vendors, Payments and FX accounts.
- ❖ Worked on Payroll system with hands on knowledge of Salary Processing via Bank,
- ❖ Foreign Payroll & Indian Payroll management, banking data upload and Reconciliation.

### Areas of Expertise

#### ❖ **Payroll Systems**

- Proficient in Payroll system Modules of ERP-SAP with respect to :
- PF,ESIC,PT,Advance salary knowledge and uploaded in system.
- Maintains payroll processing system and records by gathering, calculating, and inputting data & Salary data validation in excel sheet.
- Salary input data uploaded in OM,PA.
- Recovery on Advance salary.
- All Employee Salary Checking in the schema.(PC00\_M40\_CALC)
- To Activate or Deactivate the employee PayScale Group, Designation,& Location Area .
- Completes payroll reports for record-keeping purposes or managerial review.

#### ❖ **Accounting Systems**

- Proficient in Accounting Modules of ERP-SAP with respect to :
- Configuration of the FI module.
- Document clearing.
- Maintain the Chart of Accounts, Account Groups in Ledger.
- Configured Outgoing Payments.
- Clearing of Vendors, Payments and FX accounts.

#### ❖ **Reporting**

- Performed various Reporting of ERP-SAP with respect to
- Salary data Report.
- Monthly Payroll report.
- Wages Type Report.
- Accounts Receivable and payable Reports.

## Responsibilities Handled

- Activate or Deactivate the new employee salary Analysing business.
- Tax investment proof data collect to employee and put up on system.
- Employee PF transfer claim & KYC approval in system.
- Online payment of PT.
- Preparing payment reports Bank Upload.
- Maintain/update SAP system Payroll reports.
- Preparing the foreign payroll balance sheet.
- Vendor payment through in SAP system.
- Configuration of the FI module.
- Create Voucher and vendor payment and Document clearing.
- Customizing Line Layouts for GL, AP, and AR data entry and Report Displays.
- Reconciliation in respective GL Account.
- Customized settings for clearing, posting in foreign currencies.
- Vender payment and create in the voucher in SAP system.

## Experience Summary

- **SITEL GROUP INDIA**
  - Designation :- Payroll & Account Clark
  - From: Jul 2020 – Till Date
- **Wadia techno-engineering services ltd**
  - Designation :- Payroll Executive & Account Clark
  - From: Jan 2020 – Jun 2020
- **AIR INDIA LTD.**
  - **Payroll Company Name (Luminous Info ways pvt ltd.)**
  - Designation :- Payroll Clerk & Account Assistant
  - From: April 2014 – April 2018

## Technical Skills

- Tool & Package: - MS Office – Word, Excel, Power Point.
- SAP VERSION: - SAP Product Version SAP AII 7.1 & SAP ERP 6.0 (GUI & GUI 720)
- Operating & System:-Windows 8 & Windows 10.
- SAP Module : HR & FI/CO

## Education

- University of Mumbai | Bachelor of Commerce (B.com)
- Diploma in Information Technology

## Personal Information

- Nationality :- Indian
- Languages Known :- Marathi, English and Hindi
- Marital Status :- Unmarried
- Date of Birth :- 19h October 1990
- Mobile :- 9869750834