Sanat Kumar Mahato

Key Skills:

* 6+ years of Accounts Payable in SAP
* Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
* Working knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
* Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
* having strong work ethics, well organized and a self-starter
* Detail oriented, professional attitude, reliable
* Proficient in Excel and Word,
* Possessing strong organizational and time management skills

Finance & Accounts (Payables) in SAP

**Address :**

Village : Asnasuli,

Post : Saiyedpur

PS : Salboni

Dist. : West Midnapur

State : West Bengal

PIN : 721147

Tel : 7865017296/8116760646

Email : mahato.sanatkr@gmail.com

**JOB DESCRIPTION & WORK EXPERIENCE**

**Current Employer -JSW Cement Limited** (Under consultance payroll)

**Tenure -** 16-Nov-2016 – Till Date

**Profile** –Accounts Assistant

**Location** – Salboni, West Midnapur, West Bengal

**Company Profile**: The core Product of JSW is Portland Slag Cement, GGBS & GBS which is a relatively new concept in the western part of the country.

**Credentials** *– Currently assigned with responsibility of Accounts Payable for one of the largest Project having total capital investment of Rs. 800 crore with a capcity of 2.4 MTPA Cement Plant at Salboni, West Bengal .*

**Current Job Profile with organisation in Accounts Payable :**

* Review all invoices for appropriate documentation and approval prior to payment
* Process 3 way P.O. matching invoices, with each line items
* Accounting entry of Purchase / Service Bills in SAP
* Prioritize invoices according to cash discount potential and payment terms
* Process online payment requests and creating payment schedules for payment dues
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Processing Employee Travel / Expense Claim Bills as per company policy and accounting thereof
* Processing Inward/Outward Freight Bills and accounting thereof
* Assist in month end and Annual closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Preparing Bank Reconciliation
* Responding Internal and External Audits
* Assist with other projects as needed

**Previous Employer -JSW Steel Limited** (Under consultance payroll)

**Tenure -**26-Aug-2013– 11-Nov-2016

**Profile** –Accounts Assistant

**Job Location** – JSW Steel Ltd, Vijaynagar (Karnataka)

**Previous Job Profile with organisation in Accounts Payable :**

* Review all invoices for appropriate documentation and approval prior to payment
* Process 3 way P.O. matching invoices, with each line items
* Accounting entry of Purchase / Service Bills in SAP
* Prioritize invoices according to cash discount potential and payment terms
* Process online payment requests and creating payment schedules for payment dues
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Processing Employee Travel / Expense Claim Bills as per company policy and accounting thereof
* Processing Inward/Outward Freight Bills and accounting thereof
* Assist in month end and Annual closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Responding Internal and External Audits
* Inspecting stores received & receiving the stores accepted in inspection report.
* Material checking & passing stores entry for bill payment as per the company policy.

**COMPUTER SKILLS**

* Functional Knowledge of SAP FICO & MM

COMPANY NAME– JOB TITLE

LOCATION – Start date / End date 01**/01/2001 – 01/01/2009**

*A brief description of your achievements in that job*

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* Oracle ERP Software based on Oracle Applications 11i,
* MS-Office
* Typing Speed is 30 wpm.

**EDUCATION**

* 2013 : Kuvempu University (DDE). **B.Sc (Information Technology)**
* 2011 : Netaji Subhash Open University (DDE) , **B.Sc (Math)**
* 2009 : NIIT, **Higher Diploma in Softwere Engineering**
* 2004 : Salboni High School, West Bengal Council of Higher Secondary Education, **H.S.C**
* 2001 : Ananda Marga High School, West Bengal Board of Secondary Education, **S.S.C.**

**PERSONAL DETAILS**

Date of Birth : 16th May 1983

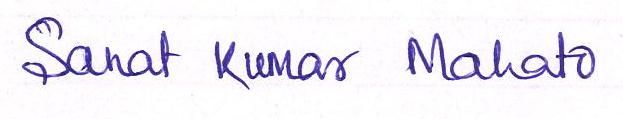
Marital Status : Married

Languages known : Hindi, English & Bengali

Hobbies : Exploring new places, playing Cricket.

**Declaration**

I (Sanat Kumar Mahato) hereby declare that the above mentioned information is true and genuine.



Place : Salboni.

Date : 20/12/2019 (Sanat Kumar Mahato)