

## Tejas Suresh Kadge

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### Career Objective

To Secure a Challenging position in an organization, where I can effectively contribute my skills and full potential as well as for the welfare and development of the organization.

### Profile Summary

Dedicated and detail-oriented accounting and finance professional with a bachelor's degree in accounting and finance. Strong analytical skills combined with a solid understanding of financial principles and practices. Proficient in Bookkeeping, Billing and Accounting and Analysis. Experienced in using accounting software and tools to ensure accuracy and compliance. Excellent communication and teamwork abilities, with a commitment to delivering high-quality results. Eager to contribute to a dynamic organization and drive financial success.

### Work Experience Details

#### ❖ Worked with Mahindra Logistics as Commercial Executive from January- 2023 to July 2024.

- Developing and maintaining favorable relationships with aligned vendors, understanding their technology, commercial and product propositions.
- Raising Invoices and Generating E-Invoicing for customers with correct agreement rates.
- Vendor Invoice Booking in SAP as per Agreement rate.
- Providing unbilled data to Operation team.
- Providing data to SAP team for creation of new customer code.
- Making Daily fund file of the Vendors and Sharing the Details when payments get released.
- Sending Balance Confirmation Via Mails.

#### ❖ Worked with ICICI bank- BLG Product team as Senior Associate from September-2022 to December -2022

- Gather and check the documents needed to create an I-box ID for purpose of availing business loan. Ensuring signature and stamp are correct on those documents. Once I-box ID is created, the customer can apply for the business loan.
- Sending Disbursement data to Hyderabad Payment Team
- Verifying Correct Documents Upload on System.
- Maintain Monthly Customer Sheet and Sending to Operation Team.

❖ **Worked with Tieco Ecommerce Private Limited as Billing Executive from December-2020 to August-2022**

- Vendor rates alteration and processing the payment by communicating merchandiser department weekly.
- Processing incoming payments, reconciling accounts, allocating payments to appropriate invoices and follow up on overdue payments as necessary.
- Demonstrating problem-solving skills in resolving billing discrepancies.
- Handling end to end shipping operations.
- Hands on experience of working on Ship Rocket Panel.

❖ **Worked with Nisa Industrial Services Pvt. Ltd as Account Assistant from September - 2017- January 2020.**

- Managing the accounts payable process, including invoice verification and payment processing
- Overseeing accounts receivable, including invoicing and timely collection efforts
- Preparing GSTR data and submitting it to the concern team for filling GST Returns.
- Reconciling accounts and resolving discrepancies.
- Building and maintaining positive relationships with clients and vendors
- Handling inquiries and resolving issues related to accounts.
- Providing necessary documentation and explanations during audits.

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**Educational details**

Degree	Year of passing	Board/University	Percentage
T.Y.BAF	2016	MUMBAI	60.16%
H.S.C	2013	MAHARASHTRA	65.50%
S.S.C	2011	MAHARASHTRA	67.40%

**IT Knowledge, Training & Certifications**

Word, MS Excel, Power Point, Advance Excel, Tally Erp 9, SAP, Bill Hub

**Hobbies & Interest**

Listening Music, Travelling Outdoor & Playing Cricket.

**Languages Known**

English, Hindi and Marathi

**Declaration**

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

Date:

Place: - Mumbai

(TEJAS S KADGE)

