

Chaitanya satao

Accounts Payable Specialist



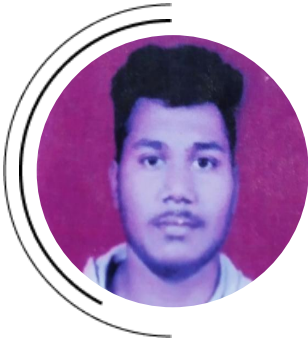
2 Years 0 Month



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Profile Summary

I am looking for an opportunity to utilize my analytical skills and knowledge of financial tools to contribute to the success of the organization. I am also keen on gaining exposure to different areas of finance, strategic implementation of new approach and developing my skills further. I am also looking forward to make use of my knowledge of financial modeling, reporting and quantitative skills which can be utilize to enable accurate financial decision making in the organization.



Education

MBA/PGDM, 2023

SAVITRIBAI PHULE PUNE
UNIVERSITY

B.B.A/ B.M.S, 2021

Pune University



Work Experience

Sep 2023 - Oct 2024

Accounts Payable Specialist
Access Healthcare

Process the Medical billing documents in account payable and handling claim settlement

Feb 2022 - Feb 2023

Document Procurement Specialist
Bajaj Finance

Researching key suppliers, negotiating purchase

agreements, and ensuring all products and materials meet company standard



Key skills

- Advanced Excel
- Tally ERP & GST
- Target Orientation
- Strong Analytical Skills
- Strong Accounting Skills
- Self Motivated
- Good Time Management
- Team Orientation
- Good Typing Skills
- Procurement
- Data Validation
- Data Visualization
- Data Entry
- Data Collection
- Book Keeping
- Financial Accounting
- Procure to Pay



Personal Information

City **Pune**

Country **INDIA**



Languages

- English
- Hindi
- Marathi