

Madhura Kadu

Personal Details

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- Address : Sr.no 17/8 Flat no 05 2nd floor Jagdamba Shop
Hingne home colony Karvengar Pune 411052

Objective

"Seeking a challenging Junior Accountant role where I can leverage my expertise in accounts payable/receivable, GST compliance, and full-cycle accounting. Committed to delivering accurate financial reporting and supporting regulatory compliance through advanced skills in Excel and SAP FICO."

Experience

- **Swaraj homes** 10/11/2023 - Present
Junior Accountant
 - Prepare and review account reconciliations.
 - Invoice process and handling Accounts Payable cycle.
 - Created sales and purchase invoices And maintained vouchers.
 - Conducted monthly account reconciliation .
 - Preparing monthly billing data.
 - Managed and organized all company data.
 - Maintain positive relationship with customer/Vendors by providing excellent customer service and timely resolution of any issues.
- **Account Executive (Intern)** 01/10/2022 - 31/12/2022
Sanklecha Property valuer
 - Manage the day to day Operations for the reconciliations Functions.
 - Maintain records of vouchers, invoices, payments, etc.
 - Prepare and post journal entries to the general ledger.
 - Prepare and analyze financial report.
 - Tax Preparation GST Filling)
 - Conduct inspection and prepare clear and concise valuation report.
- **FTC trainee (Intern)** 06/06/2021 - 08/12/2021
Cummins India LTD
 - Engine parts audit.
 - Handling oracle.
 - Providing material to assemble line.
 - Preparing shipment report and Checking Invoices
 - Handling processes related queries with client.

Education

Course / Degree	School / University	Grade / Score	Year
MBA -Finance	Rmdssoms	68.27%	2021 To 2023
BCOM	Shri. Siddhivinayak Mahila Mahavidyalaya	67.25%	2018 To 2021
HSC	Maharashtra Board	73.21%	2018
SSC	Maharashtra Board	70.21%	2016

Skills

- Advance Excel and Microsoft Tools
- SAP FI- Accounts Payable
- SAP FI- Accounts Receivable
- SAP FI- General Ledger
- Financial Accounting
- Financial Analysis
- SAP Fi - Taxation
- Invoicing and Reconciliation
- Analytical

Projects

- **To study of the Property Valuation (SIP)**
 - Researched land, property and market values to complete estimations.
 - Increased customer satisfaction by resolving Shorter time and Best Quality issues.
 - Maintained excellent attendance record, consistently arriving to work on time

Achievements & Awards

- First Runner up in Leadership Competition (Rmdssoms)

Certifications

- SAP S/4 HANA FICO
- Nism Quiz Competition
- Stock Market (Great Learning)
- TCS ION Career Edge Certificate 2022
- Barclays GTT aptitude and soft skill training
- GST (Oxfin Institutes)