

## **Vishal Mishra**

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### **PROFESSIONAL SUMMARY**

Post graduated in MBA (Finance). Work experience in Invoice validation and processing (Accounts Payable) both PO and Non PO, CSE (Billing). Good knowledge of accounting softwares like SAP, OCR and skillful in MS Office.

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### **EMPLOYMENT HISTORY**

**Oct 2021 to till date** : Advisor (Invoice processing Analyst), Ernst and Young LLP (Yerwada, Pune)

Job Description:

Allocation of work,

Working on email requests,

Parking and Posting invoices (Non PO and PO) in SAP

Rebill and creation of invoice after Rebill,

T codes used in SAP : F-63, FBO3, KS03, FK03, F-02, F-22, ZSDE, MM03, FB60, SO01, FBL1N, MIRO, VIM Analytics

**Nov 2019 to August 2021** : CSE ( Billing and Evaluation of customer requests), Techmahindra Ltd. (Hinjewadi, Pune)

Job Description:

Creation of Customer Billing Profile and Financial Accounts of customers,

Updating Customer Information and requests

**July 2017 to Sep 2018** : Jr. accountant (Accounts Payable), Infosys (Hinjewadi, Pune)

Job Description :

Invoice scanning (OCR) Optical Character Recognition,

Invoice Processing PO and Non PO (SAP) by using various T codes like F110, /cockpit/1, MRBR, FBL1N, F-43

Creation of EOD and Monthly excel reports,

Replying to Email queries from business owners and client.

**Awards.** : Individual Extra Miler Award for demonstrating quality in work.

## **EDUCATION**

**JAN 2019.** : **MBA (Finance)**

Dr. D. Y. Patil Institute of Research and Manangement, Pimpri, Pune

**APR 2016** : **BBA (Finance)**

Indira College of Commerce and Science, Wakad, Pune

**FEB 2013** : **12TH (Commerce)**

Jai Hind College, Pimpri, Pune

**MAR 2011** : **10TH (SSC)**

St. Jude High School, Dehuroad, Pune

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## **SKILLS**

SAP

MS EXCEL

MS WORD

MS POWERPOINT

OCR (Optical Character Recognition)

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## **HOBBIES**

Music Production

Basketball

Swimming

Digital Illustration

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