

ADITYA SINGH

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SUMMARY

Detail-oriented MBA graduate with a strong foundation in finance, accounting, and data analytics. Skilled in SAP Financial Accounting, invoice reconciliation, accounts payable/receivable, and end-to-end Record to Report (R2R) processes. Proven ability to support month-end close activities, maintain ledger integrity, and contribute to operational efficiency. Proficient in Advanced Excel, Power BI, and ERP tools with exposure to manufacturing and IT services environments.

SKILLS

- Advanced Excel Techniques
- AutoCAD
- Entry-Level Tallying Expertise
- Power BI
- Proficient in MS PowerPoint
- ERP 9
- SAP Financial Accounting

PROFESSIONAL EXPERIENCE

09/2024 – 06/2025

Operations Executive

Encove Global Services Pvt. Ltd. - Pune

- Generated **purchase orders, invoices, quotations, and proposals** while maintaining process documentation for audit readiness.
- Supported **Record to Report (R2R)** activities including **invoice reconciliation**, ledger updates, and monthly closing support.
- Assisted IT and finance integration projects to align systems with business reporting needs.
- Used Power BI and Excel to evaluate client data and generate reporting dashboards for finance operations.
- Handled **accounts payable** and **receivable** transactions, ensuring timely posting and resolution of open items.

06/2023 - 08/2023

Accounting and Finance Intern

UltraTech Cement Ltd. - Sonbhadra

- Managed day-to-day **AP/AR** activities including **invoice processing, reconciliations, and vendor payments**.
- Developed a reporting framework for tracking key financial KPIs aligned with business targets.
- Used SAP for accounting entries and supported financial closing activities.

12/2019 - 05/2022

Operations & Senior Executive

Sarvodaya Mining Services – Uttar Pradesh

- Supervised and streamlined **order-to-cash** workflows, ensuring accurate invoicing and financial posting.
- Played a key role in the **Record to Report (R2R) cycle** including end-to-end customer **account reconciliation** and payment application.
- Maintained documentation of **reconciliations** and **controls** in line with audit and compliance standards.
- Coordinated with cross-functional teams to address discrepancies, resolve order issues, and ensure timely fulfillment.

05/2019 - 11/2019

Junior Executive

EPP Composites Pvt Ltd - Rajkot

- Supervised production, client inspections, and ensured ISO 9000 compliance through quality checks and reporting.
- Managed material handling, inventory updates, logistics, and acted as floor in-charge for smooth operations.
- Handled manpower, coordinated with quality teams, and built client relationships to boost productivity.

EDUCATION

06/2024

Masters of Business of Administration: Finance + Marketing

Dr. D.Y. Patil Vidyapeeth - Pune

05/2019

Bachelor of Engineering: Mechanical

Sushila Devi Bansal College of Technology - Indore

CERTIFICATES

- Data Analytics Basics for Everyone
- Fundamentals of Digital Marketing
- Python
- Advanced Excel
- AutoCAD
- Analyzing Data with Excel
- Introduction to Corporate Finance
- Fundamentals of Financial Mathematics & Budgeting