ANKUR DOSHI

ACCOUNTS AND FINANCE PROFESSIONAL

PROFILE

Accounts professional with experience in banking activities, booking collections and billing operations across Indian organizations. Reducing DSO, improving cash flow, and minimizing bad debts, by sending outstanding ledgers to concerned team and ensuring accounting compliance. Expertise in ERP systems and communications.

CONTACT

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ADDRESS:

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DATE OF BIRTH: 14/10/1981

LANGUAGE

- English
- Hindi
- Marathi
- Gujarati

EDUCATION

B.Com. (Accounts and Finance) - N.L. College, Mumbai University, 2003.

WORK EXPERIENCE

Synapsewave Innovation Pvt. Ltd.
(Nov 2005 – Present, Assistant Manager)
(In 2005, Joined as Executive Accounts in 63 moons technologies ltd. After Business Transfer Agreement - 20.01.2025, transfer to Synapsewave Innovation Pvt. Ltd.)

Bio-vet Industries (Group of Sheetal Pharma)
(Apr 2004 – Oct 2005, Accounts Assistant)

Award Packaging
(Apr 2003 – Mar 2004, Accounts Assistant)

WORK HANDLED DURING THE TENURE

- Managed daily cash flow forecasting and liquidity planning to ensure timely vendor payments, payroll, and statutory obligations.
- Monitored bank balances and optimized fund allocation across multiple accounts to maintain adequate liquidity.
- Coordinated with banking partners for working capital facilities, overdrafts, and short-term borrowings.
- Improved cash conversion cycle through effective receivables follow-up and payable scheduling.
- Ensured compliance with banking covenants and loan agreements so that EMI's are paid on time.
- Managed fund transfers, RTGS or NEFT transactions, and online banking operations.
- Reduced borrowing costs by optimizing cash utilization and minimizing idle balances.
- Liaised with banks for reconciliation of statements and resolution of discrepancies.
- Booked Fixed Deposits with multiple banks and maintained accurate tracking in SAP, including interest and maturity schedules.
- Coordinated with banks to obtain account statements, interest certificates, and other financial documents.
- Prepared and validated sales invoices in alignment with contractual terms, pricing structures, and GST regulations.

SYSTEM PROFICIENCY

ERP & Account Systems:

SAP Hana, Tally ERP-9.

Productivity Tools:

MS Office (Excel, Word, PowerPoint, Outlook)

SKILLS

- Sales Invoice Management
- Accounts Receivable - Booking Collections and TDS entries
- DSO Reduction Strategies
- Bank Reconciliations
- Banking related follow-up and correspondence
- MIS & Banking Reporting
- Assisting in Audit Support

- Coordinated with the Marketing team to ensure accurate billing based on campaigns, promotions, and customer agreements.
- Verified sales orders, discount approvals, and pricing before invoice generation to prevent revenue leakage.
- Ensured timely invoicing to improve cash flow.
- Resolved billing discrepancies in collaboration with Marketing and Sales teams.
- Maintained proper documentation for audit and compliance purposes.
- Generated periodic sales and billing reports for management review.
- Verified and uploaded customer collection receipts in SAP, ensuring accurate allocation and reconciliation of accounts receivable.
- Recorded TDS receivable entries in compliance with statutory requirements.
- Assisted in maintaining and filing excise-related documents to ensure regulatory compliance.
- Prepared periodic MIS reports on collections, bank balances, receivables, and financial performance for management review.