**Sneha Loke**

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**Profile Summary:**

* Highly-motivated, deadline-committed, goal-driven Senior Finance Executive with over 4years of experience in finance Operations.
* Managing Financial Reconciliation statements on PAN India Level with responsibilities such as, providing required reports on and before time with the help of Excel based tool, in-house software SAP and RIL BOC portal.
* An engaging team-player who also acts as a motivator.

**Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification  | University/ Board | Year Of Passing | Percentage  |
| MFM(Masters In Financial Management) | Mumbai university | 2019-2022 | Currently Pursuing |
| BAF (Bachelors of Accounts and Finance) | Mumbai university | 2015 | Semester-V: 63%Semester-VI: 62% |
| HSC | State Board (Maharashtra) | 2012 | 60.52% |
| SSC | State Board (Maharashtra) | 2010 | 60% |

**Training/Workshops Attended:**

* Attended a workshop on decision making, problem solving and team building
* Represented RIL for a training session on Excel and basic SAP.

**Work Experience:**

Dec 2015 Finance Executive for Business Operation Centre

Till Date Reliance Brands Ltd. and Reliance Digital***.***

* Managing accurate and timely delivery of Financial Reconciliation statements on weekly and monthly basis.
* Handling task of process automation with use of Excel based tools and in-house software SAP and RIL BOC portal.
* Learning; understanding the process and creating the process notes to guide the store team and commercial team.
* Focusing on customised and project-based reporting as per requirement.
1. Venue Sale Reconciliation
2. Bill Cancelation Process
* Meticulously managing the periodic system and process unit.
* Managing reconciliation of data as per TAT.
* An active member in the New Store opening of the Digital DX – Mini Stores.

April 2015 Audit Assistant

Dec 2015 M P Chitale Pvt Ltd.

* Managing audit vouching for various corporates like Avendus, India Infoline, DSP Black Rock Mutual Funds, Edelweiss, Peerless and BNP Paribus.
* Handling audit reports and maintaining data in Excel sheet for the same.

**IT Skill:**

Operating System-Windows

Other tools: Ms Excel, MS PowerPoint

Software SAP

**Soft Skills/ Strength:**

* Confident and self-motivated.
* Hardworking and honest
* Ability to work under pressure.

**Personal Details:**

* Date of birth: 16th Oct 1994
* Marital status: unmarried
* Nationality: Indian
* Language Known: English, Marathi and Hindi

**Conclusion:**

I hereby declare that all the information provided by me is factual and correct to the best of knowledge and belief.