

# Anshoya Prasad Sati



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## Profile Summary

**Summary:** Achievement-driven professional with over 15 years of experience. Strong expertise in Accounts Payable/Receivable, report generation, and compliance. Proven track record with Excellent analytical, communication, and numerical skills.

## Technical Skills

- ERP Systems: SAP BI, FICO, S4-HANA
- Billing & Document Management: Ecobilz, Newgen
- Productivity Tools: Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)

## Core Competencies

**Recovery Management  
Credit Control & Collections**

**MIS/Automation/Audit/Budget**

**Payable/Accounts  
Receivable/Ageing review**

**Procurement/Vendor mgmt.**

**Report Generation/Month End  
closure/Reconciliation**

**GL review/ Variance Analysis**

## • Career Timelines

- **Assistant Manager, Finance Operations**  
Compass India Food Services Pvt ltd  
July 2025 - July 2025
- **Assistant Manager, Finance Operations**  
Cars24 Services Pvt. Ltd. Gurgaon, Haryana  
Jan 2024 - Jun 2025
- **Senior Supervisor- Finance, Operations**  
The Oberoi Group of hotels, Civil Lines New Delhi-54  
Oct 2007- Dec 2023
- **Bank Finance Executive- Car loan process**  
M/s TR Sawhney Motors Pvt ltd, Delhi  
Jan 2005 - Dec 2006



## Key Performance Areas

- **Financial and Accounting Operations Management:** Oversee and manage the overall financial operations, including ledgers, purchases, sales, reconciliations, ensuring accuracy and compliance with relevant financial regulations.
- **Month-End Closing and Financial Reporting:** Manage the monthly closing of books, monitor auto-entry processes, and ensure proper control over creditors, debtors, recoveries, and GST reconciliation to maintain the integrity of financial statements.
- **Preparation of Key Financial Schedules:** Prepare critical schedules related to Key Result Areas (KRAs) such as intercompany transactions, dealer transactions, inventory closing, provisions, adjustments, franchise income and expenses, and present them to business finance teams on a monthly and quarterly basis.
- **Taxation Support and Resolution:** Collaborate with the tax to resolve queries related to TDS (Tax Deducted at Source), TCS (Tax Collected at Source), and GST, ensuring compliance with tax laws and timely resolution of any discrepancies.
- **Comprehensive Reconciliation:** Ensure accurate and timely reconciliation of essential financial accounts, including banks, payment wallets, intercompany accounts, debtors, and creditors, to ensure consistency and accuracy in financial records.
- **Dealer Transaction Reconciliation and Variance Analysis:** Reconcile dealer/franchise transaction accounts, analyses variances, and prepare variance analysis reports for management review.
- **Team Management and Timelines:** Set monthly timelines for the finance team to complete assigned tasks, resolve challenges in collaboration with senior management, and ensure deadlines are consistently met.

- **Month-End Closure and GL Analysis:** Conduct detailed analysis of the General Ledger (GL) and related variances during month-end closure, ensuring accuracy and completeness of financial statements.
- **Performance Monitoring and Reporting:** Monitor and assess the key performance areas (KPA's) of team members on a monthly basis and provide updates to senior management, ensuring alignment with organizational goals.
- **Documentation and Record Maintenance:** Prepare, maintain, and ensure proper documentation of essential records, including Standard Operating Procedures (SOP), Functional Requirement Documents (FRD), Business Requirement Documents (BRD), and agreements.
- **Automation of Financial Processes:** Lead initiatives to automate complex financial tasks, streamlining processes and saving valuable time while increasing efficiency and accuracy.



## Key Performance Areas – Oberoi Group of Hotel.

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### Accounts Payable

- **Invoice Verification & Payments:** Verify and post payable invoices across units, ensuring timely payments according to terms and resolving any queries.
  - **Vendor & Stakeholder Coordination:** Coordinate with vendors, reconcile statements, and resolve accounts payable issues.
  - **Reporting:** Prepare vendor aging reports, GR-IR reports, and inter-unit balance statements monthly or quarterly.
  - **Reconciliation:** Review and settle outstanding balances, including bank, intercompany, and GR/IR accounts.
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### Accounts Receivable & Recovery Management

- **Collections & Account Maintenance:** Manage delinquent accounts, perform customer account reviews, and ensure compliance with collection policies.
  - **Dispute Resolution:** Investigate and resolve billing discrepancies, negotiate settlements, and ensure accurate accounting of adjustments at the hotel level.
  - **Targeting & Reporting:** Set monthly collection targets, generate weekly status updates, and maintain a credit list for customer accounts and bank guarantees.
  - **Billing & Remittances:** Reconcile intercompany promotions, settle payments, and manage bank
  - **Documentation and Record Maintenance:** Prepare, maintain, and ensure proper documentation of essential records i.e. Bank guarantee, Credit policies, Agreements, including Standard Operating Procedures (SOP)
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## **Invoicing / Billing / Tracking**

- **SAP Data Export & Interface Management:** Export interface data daily from SAP and manage billing through ECO BILLZ software, ensuring accurate details such as GSTIN, address, and all required information for both parties, invoice value, Invoice generation date, due date etc.
- **Settlement & Documentation:** Ensure correct settlement of advance payments, resolve related queries, and maintain accurate billing records, both digital and hard copy as required.
- **Bill Tracking:** Maintain a bill tracker to ensure all invoices are generated and sent to customers and that any queries are promptly escalated.

## **Procurement Process Overview**

- **Vendor Selection & Negotiation:** Identify suitable vendors, negotiate prices, and finalize quotations.
- **Purchase Requisition (PR) Creation:** Generate and submit internal requests for approval.
- **Purchase Order (PO) Generation:** Issue official orders to vendors upon approval.
- **Vendor & Accounts Management:** Creating vendor accounts with accuracy
- **Goods Receipt Note (GRN):** Acknowledge and record receipt of goods.
- **Invoice Verification:** Ensure invoices match the PO and GRN.
- **Payment Processing:** Complete payments and monitor aging.
- **GR/IR Account Reconciliation:** Regularly review Goods Receipt/Invoice Receipt accounts

## **Project finance & Procurement**

- **Budgeting & Project Planning:** Prepare quarterly and yearly expense budgets for ongoing and upcoming projects and find the variances in estimated vs actual cost.
- **Procurement & Payments process for the project related items :** Oversee procurement processes, including PR creation, vendor advance payments, PO generation, invoice follow-ups, GRN, and payment completion.
- **Vendor & Accounts Management:** Creating vendor accounts with accuracy, conduct vendor aging reviews, GR/IR reconciliation, and CWIP tracking. Manage GL reviews, ensuring expenses are accurately assigned to cost centres.
- **Variance Analysis:** Analyse financial variances and provide variance reports to management for strategic decision-making.
- **Other :** Intercompany accounting and reconciliation, Data preparation for the capitalization



## Key Performance Areas – M/s TR Sawhney motors Pvt ltd

- Managed the end-to-end car loan process, including booking, document verification, customer profiling, and eligibility assessment.
- Coordinated with banks for loan approval, arranged telephone and field verifications, and prepared loan files.
- Resolved discrepancies, processed files to bank operations, and ensured timely disbursal and delivery.

### Educational Qualifications

- Master of Commerce (M. Com) from Himachal Pradesh University, Shimla
- Bachelor of Commerce (B. Com) from Delhi University
- Higher Secondary (10+2) C.B.S.E., Delhi
- Matriculation C.B.S.E., Delhi

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### Personal Profile

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|-----------------------|----------------------|
| • Father' s Name:     | Late Sh. R. C. Sati  |
| • Date of Birth:      | 5th September 1980   |
| • Marital Status:     | Married              |
| • Nationality:        | Indian               |
| • Languages Known:    | English, Hindi       |
| • Salary Expectation: | Negotiable           |
| • Notice Period:      | 30 days (Negotiable) |

Date:

Place:

**(Anshoya Prasad Sati)**