

Sayali Sane

ACCOUNTANT — Microsoft Office Suite, Bank Reconciliation, Financial Reporting

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📍 Ontario

in [LinkedIn](#)

SKILLS

- **Accounting & Finance:** Accounts Payable, Invoice Processing, Treasury Operations, Bond Issuance, SAP.
- **ERP Systems:** Oracle JD Edwards, Transaction processing, ledger maintenance, and AP/GL reporting.
- **Order & Inventory Management:** Order Fulfillment, Stock Auditing, ERP-Based Inventory Reporting.
- **Vendor Operations & Compliance:** Vendor Master Setup, TDS/GST Validation, Payment Scheduling.
- **Operational Coordination:** Meeting, Agenda Preparation, Record Keeping, Workflow Optimization.

WORK EXPERIENCE

Accounts Payable Clerk

Ontario Aboriginal Housing Services (OAHS)

September 2024 – Present

Remote (WFH)

- Directed 250+ non-PO invoices and generated 180+ purchase order lines per month using Sage 300 ERP with 3-way matching protocols. Maintained 100% policy compliance and reduced invoice processing errors by 30%.
- Resolved 90+ vendor discrepancies, including duplicate billing, misapplied credits, and delayed remittances. Recovered \$18,000 in overcharges and prevented 10+ service disruptions by communicating with suppliers.
- Liaised with 25+ regional property managers covering 350+ residential units to resolve AP inquiries. Reduced response times to under 48 hours by communications and leveraging SharePoint for documentation sharing.
- Guided bi-weekly AP team syncs by developing structured agendas and distributing post-meeting action logs via Microsoft Teams and Outlook. Increased meeting efficiency by 40% and improved departmental accountability.
- Digitized and indexed 1,200+ invoice records using metadata tagging and naming conventions. Streamlined audit readiness and cut document retrieval time by 40% during quarterly internal control reviews and feedbacks.
- Reconciled monthly vendor statements for 50+ accounts, identifying and resolving outstanding payables. Decreased overdue balances aged over 60 days by 45% within the first quarter of employment and keeping payscale.
- Developed Excel-based dashboards to monitor invoice lifecycle stages—submission, approval, and payment. Enabled real-time tracking and cut invoice cycle time from 12 days to 8 days (35% improvement) on average.

Assistant Accountant

Infosys BPM

January 2019 – November 2022

Hybrid

- Processed 2,400+ invoices annually, including standard PO, freight, and intercompany transactions via SAP ECC. Achieved a 98.5% accuracy rate by standard operating procedures and leveraging workflow queues.
- Administered bi-monthly payment runs totaling \$4M+ per cycle using EFT, ACH, and wire transfers. Ensured timely settlement for 60+ global vendors while maintaining compliance with SOX internal control frameworks.
- Executed daily bank reconciliations for 15+ corporate accounts and posted over 500 journal entries annually. Resolved 40+ unreconciled transactions and maintained GL-bank alignment within 72-hour SLAs management.
- Produced over 36 monthly financial reports covering accounts payable aging, accrual entries, vendor performance. Supported month-end close processes and variance analysis with 0 reporting delays for 12 consecutive quarters.
- Reviewed and processed 120+ travel expense reports annually in Concur, ensuring alignment with corporate T&E policies. Reduced reimbursement cycle time to 5 business days and 100% compliance with audit documentation.
- Coordinated 80+ surety bond submissions with zero rejections, liaising with 6 insurance providers. Managed a bond registry of 200+ entries, using Excel and calendar reminders to different track expirations and renewals.
- Collaborated cross-functionally with Treasury, General Ledger, and AP teams to prepare audit evidence. Contributed to 3 internal and 1 external audit, resulting in zero non-conformance issues for fiscal year 2021–2022.

EDUCATION

Project Management

Northern College, Canada

September 2023 – May 2024

Global Business Entrepreneurship and Technology

Northern College, Canada

January 2023 – August 2023

Master of Commerce

Savitribai Phule Pune University, India

May 2018 – April 2020

Bachelor of Commerce

Savitribai Phule Pune University, India

May 2016 – April 2018

CERTIFICATIONS

- SAP FICO – ERP Financial Management
- Google Project Management Certificate – Coursera
- Discounted Cash Flow (DCF) Valuation – Coursera
- Certificate Program in Banking, Finance, and Insurance (CPBFI)