

Sathish Kumar L
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Career Objectives

To work in challenging and responsible position, where to utilize my professional background and quick learning skill for the progress of the organization and enable myself to establish in future.

Professional Summary

Accounts Payable Specialist with 3+ years of experience, driving smooth and efficient functions of accounts payable. Proven track record in managing full-cycle accounts payable, processing vendor invoices, vendor data management and ensuring timely payments.

Job Profile

Infosys BPM – Senior Process Executive (Accounts Payable)

- ❖ Managing end-to-end Accounts payable process - Invoice processing, vendor data management, vendor payments, resolving queries.
- ❖ Setup new vendor accounts into the systems and updating accounts as needed.
- ❖ Ensured accuracy of payments and processing checks in accordance to company policies.
- ❖ Ensured recurring non-PO invoices are obtained and entered accurately for payment into the accounting application.
- ❖ Verifying and processing employee travel re-imbursement expenses and invoices submitted by third party suppliers in the system.
- ❖ Assisting and resolving any external and internal queries and discrepancies from vendors and stakeholders regarding payments, check clearance and others.
- ❖ Collaborating with various departments to ensure timely payment of invoices & checks.
- ❖ Sorting, organizing and maintaining day to day work status, related documents and records in an organized way to help client and company audit.
- ❖ Extended support to Financial Planning & Analysis, a line of business under finance, by creating purchase orders for vendors & obtaining invoice copies in bulk for clients.
- ❖ Ensured all tasks handled have been completed within the SLA and quality maintained.

Key Responsibility in current role

- ❖ Handling the generic E-mail box for the team and responding emails to the client and vendors.
- ❖ Representing team lead in his absence during clients during calls and escalations.

- ❖ Reporting team lead, manager and clients with regards to daily reports, quality and error logs.
- ❖ Helped in process improvement by acquisition of new transitions from clients and preparing AHT to meet SLA.
- ❖ Ensuring process updates are communicated to the team on a daily or weekly team call.
- ❖ Providing guidance and transferring knowledge to team members.

Core Skills

- ❖ MS Outlook, MS Word, MS Excel.
- ❖ Sage 500 ERP

Achievements and Extra-curricular

- ❖ Extra miller award for 100% accuracy and production.
- ❖ Received SPOT recognition award from client for completing huge volume before the stipulated timeline within the SLA.
- ❖ Represented department cricket team in internal competitions.

Educational Qualification

Course	Name of School/College	Percentage/CGPA	Year of passing
B. Com PA	Sri Ramakrishna College of arts and science	8.1	2020
HSC	Vivekam matric higher secondary School	96.16%	2017
SSLC	Vivekam matric higher secondary School	97.00%	2015

Declaration

I, Sathish Kumar, hereby confirm that the above stated information is true to the best of my knowledge.

Sathish Kumar