**Siddharth Joshi**

Summary of Experience and Expertise

- P2P: Procure to Pay

- Accounts Payables

- Travel & Expense Reimbursement Process

- JD Edwards & PeopleSoft (ERP) Expertise

- Vendor Compliance

- Transition Management

- Stakeholders management

- System Migrations: Testing/QA/Support

- Quality & Continuous Improvement

- Team Building & Performance Evaluation

* **Service Deliverables:** Experience in handling overall functioning of Accounts payable process and implementing the process in line with the pre-set guidelines.
* **Transition Management:** Expertise in off-shoring model for of accounts payables function and related reports/processes while maintaining communication with stakeholders at multiple levels.
* **Process Governance:** Escalation handling, change management, SLA management, Quality & Continuous Improvement, Ad-hoc reporting requirement and key support to system Migration/Upgrade. Contribute to the process improvements ensuring best practices.
* Identify requirement for system update and liaised with ERP control team for implementation of timely additions/changes to system like VAT codes/bank codes/project codes. Responsible for communication and implementation of new accounts payable practices, policies, and procedures across the Company.
* Experience of working in a complex accounting environment involving multi-location cost centers and legal entities.

**Professional Synopsis**

**August’13 – Present: Bureau Veritas GSSC India Pvt. Ltd.  
Accounts Payable Analyst – Finance Operations**

**Job Profile**

* **Transition Management**
* Experience in dealing with multiple stakeholders, business partner and consultant, both internal and external.
* Experience in managing captive’s offshore engagement model: defining Service Level Agreement, Program Management, Transition Management, Pilot and Business as Usual.
* Proven ability in setting up & rolling out services, end-to end transition and establishing process in India, including reporting/reconciliation transitioning from on-shore to off-shore in various phases i.e. Testing/Rollout/Support via communication tools like Tele-conferencing, Video- conferencing and Net meetings.
* Recently did an offshore service migration from Australia.
* **Team Building and Performance Evaluation**
* Work allocation, Quality Audits and SLA adherence for team including Efficiency, Accuracy and TAT.
* Focus on knowledge transfer, capabilities development, succession mapping and delegation.
* **Accounts Payables**
* Payment processing of operating expenses (vendor invoices, employee expense claims, corporate credit card statements, etc.) for 6 Legal Units for Asia – Pacific performing quarter closure and year-end closing for Account Payable.
* End to end responsibility of performing pay cycle and resolution of pay cycle related issues (payment failure and IT issues).
* **Reconciliations**: Preparing **Invoice Aging** (clearing old issues/credits), coordinating with process owners and Treasury Team to resolve and track the issues and analysis on the outstanding items for pending action. Provide solutions and action plans for resolutions of open items. Analysis on the data flow between AP, General Ledger and other financial system.
* **Variety** of reporting: Accuracy Report, Daily/Monthly & yearly production report for the team.
* Treasury: Worked with Treasury team for clearing intercompany balances, provide inputs for cash management and forecasting.
* **Migrations and Integration**: Support migration from mailbox invoice management to workflow application for better control & tracking. Monitoring the system change requirement and testing the same from migration to Production.
* Escalation handling - Coordinate with various team and onshore counterparts in order to track and resolve discrepancies. Handling Vendor mailbox and various other shared mailboxes.
* Process Improvement: Implemented FIC guidelines, preparation of monthly accuracy report to support the performance. Implemented controls before pay cycle to ensure payments in correct currency and to avoid other asset management module related discrepancies. Projects done to identify the **duplicate payment and duplicate vendor identification.**
* **Vendor Compliance**
* Risk Assessment, compliance testing, support to Internal Audit for IT Vendors. Report findings and make recommendations for the correction of noted **deficiencies, improvements in operations, and reductions in cost.**
* Identified Discount/Rebate clauses in the contract and thereupon worked on various programs to recover excess payments made to vendors.
* Prepare Detailed Observation List and Executive Summary for vendors under compliance program.
* **T & E Module**
* Prepare expense report for various legal entities and performing Technical reconciliation (T&E bank statement and data uploaded in the system).
* Provided key support in searching out the resolutions for T & E failures in initial phase of T & E implementation by coordinating with technical team and onshore counterparts.

**October’08 – August’13 - XL India Business Services Pvt. Ltd.**

**Sr. Finance Associate – Global Finance Operations**

**Job Profile**

* Creating liability for expense invoices and Travel & Expense of employees, received from various locations in PeopleSoft Financial System for payment.
* Preparing AP expense Authorization database for all three segments (corporate, insurance and reinsurance) and providing the same to the concerned parties.
* Checking the accuracy and approval of the expenses charged in the invoices and expense forms in accordance with the defined parameters for expenses.
* Keeping proper documentation of all invoices and T&E forms with related supporting and approvals ensuring good tracking.
* Create/update new vendors/employee vendors in PeopleSoft and bank sites for timely payment.
* Running duplicate payment check for all locations and following up on the refund from the vendor/employee for the same.
* Running weekly payment run for the T&E/vendor invoices lined up for payment every week and verifying payment files received from bank.
* Managing Bank’s Direct Debit recording in PeopleSoft and reconciliation with bank database.
* Reconciling Offline Wire Transfers and PeopleSoft record database every month/quarter/year end and escalate errors and differences.
* Extracting different informative reports like Open Liability, Trial Balance, Direct debits etc. on daily/weekly basis from the system for team members and higher management.
* Processing urgent payment requests in HSBCnet keeping a record in the system and different databases.

**January’08 – October’08 - Compañía Sud Americana de Vapores (CSAV)**

**Sr. Finance Associate – Accounts Payable**

**Job Profile**

* Checking and verification of Liquidations received from line agencies of Black Sea ports.
* Processing the Liquidations into Oracle, checking the rate, quantity and price with PO or manually with Vessel planners.
* Matching invoices with agreement and contracts with agencies.
* Querying Internally / Externally for Rate Discrepancies.
* Running payment batch weekly for payment of the due invoices.
* Generating payment advices from system and send updated status of invoices with the payment advices to agents.
* Assisting reconciliations team, advising the remarks and status for the pending invoices with reason.
* Final Quality Check of Payment batches before processing.

**Education Summary**

* B.Com (Computer Application) from DAVV University, Year 2007
* Higher Secondary from M.P Board

**Personal Profile**

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