## PROFILE SUMMARY

* Competent professional with specialization in **Procure to Pay with nearly 9 years of experience ( tools worked upon are SAP and Ariba)**
* Process migration from **UK(On Site) for Accounts Payable with UAT(System configuration as per the business, VAT configuration and user acceptance testing)**
* Remote migration of **Purchase Order process**. Testing and designing as per the requirements.
* A **process trainer** for new hires and full time employees to execute the job well
* **End to End Knowledge of P2P** - Proficient in Transitioning & running successful process operations & experience of implementing procedures, service standards for business excellence.
* **Handled vendor sourcing, contract execution, invoice processing, requisition processing, P-card reconciliation process, payment reconciliation, receipting etc.**
* Acting as an **administrator for Ariba** by customizing changes in system to make it user friendly, testing and granting access
* Executing **testing in test environment and amending rules in Ariba**
* **Mapping client’s requirements**; assisting in developing, implementing and transitioning, customizing Processes in line with the guidelines specified by the client.
* Implementing Standard Operating Procedures, Manuals to facilitate smooth functioning of process, ensuring conformance to Service Level Agreements.
* Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.

## WORK EXPERIENCE

**AMERIPRISE FINANCIAL: Nov 2008 till today**

**Process: Procurement, Finance Operations**

**Designation: Group Leader since February 2016 leading 1 Team leader and 5 Senior Associate**

**Team Leader from March 2012 to January 2016**

**Senior Associate from March 2010 to March 2012**

**Associate from Nov 2008 to March 2010**

Roles & Responsibility

* **Sourcing – Negotiations** with the vendor in order to generate savings.
* **Contract creation. Masters agreement, sub agreement and standalone**
* Internal catalog creation and modification – Creation of Internal/pseudo catalog for effective processing
* Requisition creation – Catalog and Non Catalog
* Requisition approval – Validating the requisite and approving the requisition for **PO creation**
* Purchase order creation and amendment – Making amendment to the purchase order as per the business requirements
* **Invoice processing – PO, Non PO and Contract based invoicing.**
* **Payment reconciliation**
* Manage receipts as per the Invoice ensuring **three way matching**
* Perform Audits for quality control
* Prepare SOX compliance reports
* Purchase card reconciliation – Validating the PO and charge
* Ariba Network – Managing Ariba Network to maintain the trading relationship with the vendors
* Customize the system as per the process requirements
* **Accounts payable exception handling – Clearing all PO based exceptions**
* Reporting

**GENPACT - June 2007 to October 2008**

**Process: Accounts Payable, Finance**

**Designation: Process Associate**

**Tool : SAP**

Roles & Responsibility-

* Invoice Processing (MM,FI and Utilities)
* Purchase card payment
* Preparing various process related report
* Preparing Daily metrics
* Allocating Work
* Audits
* Preparing and updating SOP’s for process

## ACCOLADES

* **Nominated for Chairman’s award(Biggest award in Ameriprise Financial)**
* Two times awarded Extra Mile award for exceptional performance
* Two times awarded for Idea of the month
* Best performer in Genpact

## Academic Qualification

* MBA (Finance & Marketing) from GIBS, Guru Gobind Singh Indraprastha University in 2007
* BCA from IIMT, Guru Gobind Singh Indraprastha University, New Delhi in 2005
* 10+2 with Commerce and Math from Vivekanand Public School, New Delhi in 2002
* 10th from Vivekanand Public School, New Delhi in 2000

## Computer Intellect

* Basics - MS Office XP (Outook, Excel, PowerPoint,Word)
* SAP,ARIBA,Citrix

[Nitin Kapoor]