



# DEEPAK C

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Extensive experience in fronting the entire length of **Accounts Payable Operations** with focus on achieving business growth objectives within turnaround & rapid changing environment

*Targeting mid-senior level assignments with a reputed organization preferably across **Bengaluru***

## Profile Summary

- **Achievement driven professional**, offering **over 10+ years** of experience in swiftly conducting Accounts Payable activity through SAP software
- Excellent attention to detail coupled with strong organizational skills ensures a streamlined and efficient payment process
- Hands-on experience in MS Office – Excel, PowerPoint & Word, SAP FICO, BX Analyzer & MDG, MS Axapta and Invoicemart-TREDS
- Recognized by the organisation for driving improvements into recordkeeping controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization for expenditures
- Managed the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers
- Enhanced financial processes through initiatives geared towards lowering risk, heightening productivity & improving internal control; extensive knowledge of modern accounting/cost control systems, standards & statutory compliances
- Proven success in heading entire operations, including vendor data base and approval, monthly closure and SLA management
- Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history of over or due payments to vendors; achieved "no-fault" internal and external audits as a result of sound recordkeeping and thorough documentation
- Skilled at managing daily Accounts Payable (AP) processes; managed vendor relations; supervise the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- Expertise in conducting Creditors Analysis, General Ledger Analysis; proven skills to evaluate complex, multi-dimensional situations & risk characteristics and achieve profit & business growth objectives within rapid change environment
- A forward thinking person with strong communication, analytical & organizational skills; well organized with a track record that demonstrates self-motivation & creativity to achieve corporate goals

## Core Competencies

<b>Financial &amp; Strategic Planning</b>	<b>Accounts Payable</b>	<b>SAP Management</b>
<b>Management Reporting (MIS)</b>	<b>Vendor Reconciliation &amp; Management</b>	<b>Master Data Governance</b>
<b>Invoice Processing</b>	<b>Payment Transactions</b>	<b>Compliance / Payments</b>

## Awards & Rewards

- Won Individual Award for recovery of overseas travel advance unsettled by employees by continuous follow-ups & meetings with travel desk
- Received group award for Innovative problem solving/process excellence & cost efficiency in accounts payable process

## Work Experience

### Since Nov'21 with Sagility Inida Private Limited as Deputy Manager

#### Key Result Areas: (Since Nov'21)

- Invoice Accounting related to Admin/Procurement/HR/Travel Dept. of volume around 1500 per month
- Vendor code approval in SAP by updating PAN, GST, Bank Details & MSME details
- Vendor Ageing Preparation by weekly to make vendor payments with Analysis of ageing report
- Overseas Vendor Payment data preparation as per tax team requirement with necessary documents
- Vendor Advance payment request handling with necessary TDS verification
- Bank Payment File verification papered by treasury team for fields like bank details & SAP entry
- Regular mail communication with end user dept. & attending call to resolve queries.
- Month Closing Activates like Rent Provision, Vendor Advance Provision
- Attending TDS & GST queries from Tax team related to AP entries & Posting Ineligible GST amount to GL
- Vendor balance confirmation & MSME vendor confirmation during audit
- Running vendor revaluation & doing vendor reconciliation on periodic basis
- Internal & External audit queries handling & attending ad hoc requirements

### Since Apr'11 with Syngene International Limited as Junior Manager

#### Key Result Areas: (Since Apr'20)

- Spearheading vendor master approvals & tracker maintenance through checking softcopy of PAN, GST, cancelled cheque, Bank letter & MSME certificate submitted by SCM team in Master Data Governance (MDG process) and providing approval
- Coordinating with in the team for initiating payments trail to newly created vendors after providing the details to SCM team
- Maintaining blocked & active vendor's tracker by using **SAP T code-ZSMM0031**
- Preparing creditor payable by analyzing creditor ageing twice a month as per schedule while segregating data based on GL codes
- Supervising the segregation of employee related GLs, Deposits, Inter Co., vendors, Capex, Blocked, Advances & Not yet due transactions, advances if booked against the PO
- Liaising with SCM Team for old deposits, advances, blocked transitions, documents pending for retention payments. Domestic vendor's payment settlements
- Generating BX analyzer report at ageing bucket & reconciling with FBL1N report T code in SAP to match ledger balance of vendors
- Concocting GAP report after initiating vendor's payment by re-checking with bank statement for any rejected payment
- Suggesting **Service Code Creation** by providing valuation class, GL code, service group & service description to create new service code in SAP so that allocation of service expense to correct GL code
- Collecting details of nature of expense & **WBS Code (Work Breakdown Structure)** and deciding the nature of the expense (**CAPEX or OPEX**)
- Upholding MSME vendor's tracker for facilitate weekly payments as per the compliance
- Creating creditors ageing report in BX report wherein segregating MSME vendors only
- Bifurcating data into deposit, Capex, Blocked, Advances & Not yet due transaction
- Ensuring vendor registered in Invoicemart (TREDS) is approved in portal to allow discounting of invoices
- Managing month closing & audit schedules and providing MIS of advances aged above 30days
- Formulating expense provisions report by collecting information and supporting department like Admin, HR, IT & Legal
- Steering GL analysis and checking discrepancies in GL postings and analyzing nature of expense & WBS
- Preserving related party transitions as per audit schedule for inter co. vendors
- Making creditors ageing schedule as per audit schedule by re-classifying based on WBS (OPEX or CAPEX)
- Reconciling total balance as per GL codes in SAP & total balance after re-classifying
- Calculating MSME interest as per audit schedule
- Singlehandedly managing for domestic payment process

#### Key Result Areas: (Apr'11 to Mar'20)

- Prepared and forwarded fortnightly/monthly reports and analyses to key senior managers in the business
- Implementing RTGS process by conducting meeting with SCM team over a period of one year for around 3000+ domestic vendors
- Worked on creditors ledger reconciliation, Expenses analysis and posting of rectification entries
- Prepared, consolidated and published monthly creditors statements and MIS
- Bank reconciliation and Intercompany reconciliation

- Managed internal & external audits
- Performed accounting of vendors/employee's invoices.-MIRO/FB60/FB65/BNF (Invoices, Debit-notes & Credit-notes)
- Handling vendors & employee's payments and queries
- Ascertained Cash receipt, Bank Receipt entries for employees & vendors and payment entries
- Worked on foreign currency advance & expense settlement to employees
- Played a pivotal role in SAP implementations like auto triggering of payment advise to vendors
- Implemented form A1 & A2 & payment advise format in MS Axapta for import vendors
- Performed General ledger reconciliation and posting of rectification entries
- Coordinated with bank for A1 & A2 payments with necessary documents
- Ensured 15CA & CB arrangement for overseas service payment
- Managed APP (Automatic Payment Process) in SAP for domestic payments-F110
- Reconciled payment file & communication with payment details to SCM
- Developed and maintained processes and systems for efficient processing of vendor invoices as per SOP
- Resolved issues with vendors, including past due and /or disputed invoices by research and communication within the company and the vendors
- Managed workflow to ensure that all transactions were processed accurately and timely
- Ensured timely payments to vendors as per the agreed credit period; supervised the reconciliation of Vendor Account on a periodic basis
- Composed effective accounting and ad-hoc reports summarizing Accounts Payable (AP) data for the Supply Chain, HR and other departments
- Prepared Retention payments working for Capex vendors
- Created Cheque lot in FCHI & XML batch file generation in T code ZFI\_BANK\_XML
- Checked accurate payments to vendors as per terms of Purchase Order, Corporate Governance and Applicable Tax Laws
- Designated as SAP Power User for Accounts Payable

#### Jun'09 to Mar'11 with S.Krishnaswamy & Co. as Consultant for client Syngene International Ltd

- Successfully reconciled and accounted Purchase bills (Domestic and Intl) and Administration expense bills in SAP
- accounted Employee Re-imbursement in SAP (Conveyance and Telephone bills)
- Coordinated with Purchase Department and Admin Department in resolving of Rate issues and Queries
- Sent Balance confirmation to creditors & reconciled with ledger
- Rendered A1 & A2 payment advices for RTGS, NEFT & Tele Transfer
- Performed accounting of debit notes & credit notes

#### May'08 to June'09 with S.Krishnaswamy & Co. as Consultant

- Facilitated as paid assistant in audit firm
- Worked on vouching of Client books & conducted audit
- Worked in Data entry related to support to clients
- Completed Income tax filing of individuals of clients

#### IT Skills

- MS Office – Excel , Power point & Word
- SAP FICO, BX Analyzer & MDG, MS Axapta
- Invoicemart-TREDS

#### Education

- **Master of Commerce** from Central College (Bangalore University) in 2007
- **Bachelor of Commerce** from Vijaya College (Bangalore University) in 2005
- **12<sup>th</sup>** from Vijaya College, Bengaluru in 2002
- **10<sup>th</sup>** from Vijaya High School, Bengaluru in 2000

#### Personal Details

<b>Date of Birth:</b>	22 <sup>nd</sup> September 1984
<b>Languages Known:</b>	English, Hindi & Kannada
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