

# **Ravi S. Rajani**

Residence: B/103, Victoria Heights,  
b/h Parshwanath Township,  
Nava Naroda  
Ahmedabad 382346  
Mo: 9313517461

Email: ravi007rajani@gmail.com

## **Career Objective**

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Eager to deliver my expertise in either similar profile or any challenging role in other profile where my experience and skills helps to achieve goals of for my organization and me.

## **Work Experience:**

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**Company Name:** S&P Capital IQ India Private Limited

**Designation:** Senior Specialist, Transaction Processing  
(August 2020 – Present)

**Job Profile:** Senior Source to Pay Helpdesk Analyst

- Handling AP and P2P End to end queries
- Handling Queries related Requisition and driving requisition to convert into PO.
- Managing supplier creation request in Ariba, providing instructions to end users.
- Creating reports, scorecards also managing the team to work efficiently.
- Receiving all above requests through service now ticketing tool.

**Company Name:** S&P Capital IQ India Private Limited

**Designation:** Senior Specialist, Transaction Processing  
(January 2018 – August 2020)

**Job Profile:** Authorize Approver Database Administrator

- Adding and Removing Authorize approver, Modifying Authorize approver limits.
- Closing General Ledger as part of Month end Activities
- Performing AP-GL Activity and Multi to Multi Legal entity Activities.
- Resolving payment related queries from vendor and other departments.
- Working Payment Rejections for US wire and ACH payments with Bank and other departments.
- Working on Bank portal for various payment related queries and Stopping checks.
- Working on Telecom invoices and Accruals for Telecom Invoices.

**Company Name:** S&P Capital IQ India Private Limited

(October 2016- December 2017)

**Designation:** Specialist, Transaction Processing

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- Assigning Invoices to team for processing them for payment.
- Working on Accounts payable email box for resolving payment related queries.
- Vendor Reconciliations.
- Working on Telecom invoices and Co-Ordinate with team for urgent payments.

**Company Name:** S&P Capital IQ India Private Limited

(September 2015 - September 2016)

**Designation:** Senior Administrator, Transaction Processing

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- Processing Invoices for payments.
- Working on Accounts payable email box for resolving payment related queries.
- Vendor Reconciliations.
- Working on Telecom invoices and Co-Ordinate with team for urgent payments.

**Company Name:** SNL Financial India Private Limited

(September 2013 - August 2015)

**Designation:** Accounts Payable Administrator

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- Processing Invoices for payments.
- Working on Accounts payable email box for resolving payment related queries.
- Vendor Reconciliations.
- Working on Telecom invoices and Co-Ordinate with team for urgent payments.
- Working on statement reconciliation on Company Credit and processing company credit card transactions.

**Company Name:** Tata Consultancy Services

(January 2013 - September 2013)

**Designation:** Process Associate

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- Working on one of underwriting process of US Mortgages.

**Academic Qualifications**

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- Post Graduate Diploma in Management from Shanti Business School, Ahmedabad in May 2013.
  - Bachelor in Business Administration from Bhavnagar University in March 2011.

## **Computer Proficiency**

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Microsoft Office

## **Competencies**

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Logical Thinker  
Analytical Skills

## **Personal Details**

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Linguistic Proficiency: Gujarati, Hindi, English  
Marital Status : Married

## **Interests**

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Swimming  
Playing Cricket

