

# Gaurav Gudalkar

sgaurav1958@gmail.com

/8600406394

Address: Flat No 204"E"Building,Tamarind Park,Dhayari,Pune

---

## Summary

Multitasking Business Process Analyst supporting definition and implementation of strategic initiatives for business transformation. Highly respectful employee with over 13 years of communicating and collaborating with business expert's and recommending project team requirements. Remaining composed in all types of situations.

---

## Experience

### Tata Consultancy Services Ltd

Business Process Lead-FP&A- 10/2020 - Present

- Preparation of monthly accruals, amortization and reclassification journal entries.
- Responsible for Bank Reconciliation and Budgets, forecasts, Variance analysis.
- Built strong relationships with customers through positive attitude and attentive response.
- Prepare the Pink report and Unit cost report.
- Vendor Spend Analysis and Management and SOW Analysis.
- Monthly individual performance report, Monthly One on One, Team huddles, SOP updating, aging report.
- Responsible for team performance review and yearly appraisal.

### Tata Consultancy Service Ltd

Sr Process Associate- Accounts Payable, 01/2014 - 10/2020

- Knowledge Transfer for Two(2) new businesses for US region for AP process.
- Responsible to do UAT for custom application and reported issues with development team and team.
- Met month-end reporting objectives and deadlines.
- Responsible to have review with internal team leaders for process reporting and business challenges/help requirement.
- Responsible to set up the process and done automation.
- Initiated and implemented process improvements to ensure timely resolution of invoices.
- Responsible to set up the new process and demonstrate the success to stabilize the process.
- Invoice processing in multiple ERPs (SAP, Oracle R12, Oracle 11i, Mfg. Pro, TAP)
- Responsible to work with and resolve the team members and client queries regarding application and invoices.
- Performing quarterly RCSA(Risk, Control&Self-Assessment) for invoice processing team and reporting.

### WNS Global Services Ltd

Sr Process Associate-Accounts Payable, 06/2011 - 10/2013

- Collaborating with team training and evaluating associated to enhance their performance, development and addressed performance issues.
- Vendor Statement Reconciliation.
- Invoice processing 2 way & 3 way matching, E-Claims processing.
- Weekly Payment Run activity. Priority and Emergency pay run.
- Preparation of weekly and daily dashboard reports.
- Initiated and implemented process improvements to ensure timely resolution of invoices.

## Projects

### 1. Unit Cost Reporting Tool-

To minimize manual intervention and reduce production time.

Result:-Automation of the report and reduce around 120hrsannually.

### 2. Successfully completed project to minimize the backlog and automation in process.

### 3. Successfully completed project to send remittance details to all vendor via email.

## Certificates

Lean Six Sigma Green Belt

---

## Skills

Communication skills, Time management ,Microsoft excel, Leadership, Analytics, People Management

---

## Awards

Awarded with Star performer Award Jan, May and Nov-2023

## Education

---

## Accountancy-

B.Com- Shivaji University, Kolhapur, Maharashtra 03/2010

M.Com-Pune University, Maharashtra- Pursuing

---