




Abhay Singh

Senior Specialist

 10 Years 4 Months
 abhays2608@gmail.com
 8076611754



Key Skills

Vendor Management

Invoice Processing

Payment Processing

Financial Reporting

ERP Systems (Oracle)

Account Payables

Data Entry Operation

Customer Relationship



Technical Skills

Netsuite ERP

Tipalti

Oracle ERP

MS Office



Personal Information

Date of Birth 10th March 1993

Gender Male



About Me

Results-driven Finance Senior Specialist with over 10+ years of experience in managing and streamlining financial processes. Proven expertise in invoice processing, expense reporting, and vendor management, operational efficiency and ensure timely payment .



Profile Summary

Accomplished Accounts Payable and Finance Professional with over 10+ years of comprehensive experience in financial management, including accounts payable, accounts receivable, and general ledger reconciliation. Demonstrated expertise in managing end-to-end AP processes, enhancing financial accuracy, and ensuring compliance with regulatory standards. Adept at utilizing advanced financial software and ERP systems to streamline operations, reduce costs, and improve vendor relations. Possess strong analytical skills, attention to detail, and a proven track record of delivering timely and accurate financial reports. Committed to driving continuous process improvements and supporting organizational financial health.



Education

2021, Correspondence/Distance learning

MBA/PGDM, Finance

Lovely Professional University (LPU) , Pass

2013, Full Time

B.B.A/ B.M.S, Management

Ch Charan Singh University (CCSU), Meerut



Work Experience

2023 - 2024

Senior Specialist

Address H 19 SECTOR 27
Block H Noida
201301

City Noida

Country INDIA

Marital Status Single / Unmarried



Other Interests

Cooking/Baking: Indicates creativity, attention to detail, and the ability to follow complex instructions.

Fitness/Exercise: Reflects discipline, a healthy lifestyle, and goal-setting abilities.

HCLTech

Key Result Area

- **Vendor Management:** Establish and maintain strong relationships with suppliers. Negotiate contracts and terms of service to secure favorable agreements.
- **Procurement:** Manage the procurement process from requisition to purchase order issuance. Ensure compliance with company policies and procurement best practices.
- **Invoice & Payment Processing:** Oversee the accurate and timely processing of invoices. Ensure timely and accurate payment to vendors. Manage payment schedules and methods, including ACH, wire transfers, and checks. Reconcile vendor statements and address any outstanding issues.
- **Financial Reporting:** Prepare and analyze financial reports related to procurement and payment activities. Maintain accurate records and documentation for audit purposes.
- **Continuous Improvement:** Lead initiatives to enhance P2P processes and achieve cost savings. Monitor industry trends and best practices to implement innovative solutions.
- **Team Leadership:** Coordinate with cross-functional teams to achieve departmental and organizational goals.

2019 - 2023

Analyst

Buck (A Gallagher Company)

Key Result Area

- Oversee the end-to-end operation process, ensuring accuracy, timeliness and compliance with company policies and regulations.
- Lead process improvement initiatives, resulting in enhanced efficiency and cost savings.
- Conduct regular audits to ensure the integrity of financial data and adherence to internal controls.
- Managed a high volume of vendor invoices, ensuring accurate coding, approval and payment within established timelines.
- Reconciled accounts payable transactions, addressing discrepancies and ensuring accurate financial reporting.
- Collaborated with procurement and finance teams to resolve issues and optimize the procurement-to-payment process.
- Assisted in month-end and year-end closing activities, ensuring accurate and timely financial statements.
- Supported internal and external audits by providing required documentation and information.
- Maintained vendor files, ensuring up-to-date information and proper documentation.

2016 - 2019

Process Developer

Mercer Consulting Group

Key Result Area

- Assisted in accounts payable and accounts receivable functions,

including invoice processing, payment posting, and bank reconciliations.

- Prepared journal entries and maintained general ledger accounts.
- Supported month-end and year-end close processes by reconciling accounts and preparing financial reports.
- Responded to vendor inquiries and resolved billing discrepancies in a timely manner.
- Maintained accurate and organized financial records and documentation.
- Collaborated with the finance team to develop and implement process improvements.
- Maintain and update plan documents, summary plan descriptions (SPDs), and other required disclosures.

2013 - 2016

Sr. Process Associate

Genpact

Key Result Area

???Enter and maintain data accurately and efficiently into databases and

systems, ensuring completeness and accuracy.

???Maintain confidentiality and security of sensitive data in accordance with

company policies and procedures.

???Generate reports and analyze data as needed to support decision-making processes.

???Generate reports and analyze data as needed to support decision-making

processes.es.l of accuracy and efficiency.

???Provide the backend & Helpdesk support to Clients.



Projects

5 Months

SOP's Standardization

Spearheaded a comprehensive project to standardize all Standard Operating Procedures (SOPs) across the accounts payable department, resulting in a 20% reduction in process variation and a 15% improvement in efficiency.

4 Months

Development and Implementation of Accounts Payable Cheat Sheet

To create a comprehensive cheat sheet for the Accounts Payable (AP) department to streamline processes, improve accuracy, and enhance efficiency.