MAHESH SAPKAL

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📍 Chennai

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OBJECTIVE

I am pursuing a career as an team leader with limited overnight travel. I am seeking to deliver my research, analytical, as well as presentation skills that will benefit in volume, growth, brand, and profits. Overall I have 10 years of experience in accounts payable.

SKILLS

P2P Cycle
Experience in SAP ERP, AWS- Coupa and CMS
Mentoring and Quality Check
Client Communication
Hands on experience in Power BI reporting
Experience in Read soft scanning system

ACTIVITIES

Daily dashboard preparation
KPI report and MBR (Monthly business review)
Transaction Monitory Audit
Overdue and Tier 1 Suppliers action report

EXPERIENCE

Wipro Ltd
April 2021 - till date

Executive - Accounts payable

- Manage total 15 members invoice processing team.
- Coordination of day-to-day activities provided by a team of accounts payable clerks.Especially coordination and prioritization of daily operational work as well as being the subject matter expert provide training where needed.
- Provide first line support when complex issues arise from customer or suppliers.
- Monitor and analysis of accounts payable relevant accounts and in close liaison with Single Point of Contact and Purchase to Pay department suggest and implement possible solutions
- Ensure timely payment of due invoices in SAP
- Handel client escalations and do the RCA (Root cause analyses) and further improvising the process level.
- Successfully stabilized new process with Knowledge transfer to the team.
- Handling Quality checks for P2P and suggest the improvement area and does analysis.
- Actively participation in pre and post close call with clients in order to analyzing the efficiency and quality .
- Liaise with the counter parts in UK through e-mail or calls for unresolved queries.
- Assist and mentor colleagues by sharing experience where appropriate, in meeting SLAS.
- Processing of SAP Payment runs Weekly, monthly and ad-hoc runs with high degree of accuracy.
- Monitor Vendor payments, Intercompay payments, Employee payments and Manual payments.
- Coordinate with Treasury team on call and mails daily, weekly basis. Execution and Monitoring of Payment Run Cycles.
- Ensure process documents (SOPs) are complete and are signed off with the respective stakeholders. Review and update process documentation (SOPs) at regular intervls.
- Ensure accurate and timely month end processing.
- Extract and analyze data, and summaries findings, including making recommendations based on findings.

Cummins Technology
Jan 2020 - April 2021

Financial Associates

- Preparing Write off report on every Monday by following defined threshold limits
- Using multiple Templates to avoid monotonous activities and save time
- Using GOMS System to check shipment details by using packing slip #
- Using K2 Application tool to update query for raising claims
- Prepared excel file to update Invoice line items for India planner to raise claims for aged Invoices where goods have not been receipted.
- Toad Application to export GOMS data which is helpful for us to track shipment details, ETA and Flag status (Open/ Close) irrespective of aged bucket
- EC Line items review process changed after getting data from Toad application
- Started raising queries and providing query numbers in BOLT (Description) for CBS reference for aged line items over 60 days
- Providing details of Open receipt data ageing wise on Email/ call which will help our counterpart to clear old Invoices.
- Using Open receipt report to get possible match

Wipro Ltd
March 2012 - Dec. 2017

Executive

- Invoice Processing and matching 3/2 way matching of invoices to open Purchase Orders/ Contracts per SLA (Service Level Agreement) deadlines and ensuring sufficient controls for multi-currency invoices processing.
- Process Non PO invoices with proper confirmation and approval.
- To process client data accurately and in accordance with client procedures and use specialist domain expertise as required, in order meeting the SLAs.
- Process vendor invoices and maintain accurate records of information to maintain customer service and quality standards by following client procedures and processes;

- Month End Deadlines- Ensuring all month end activities are completed to deadlines in order to close AP Periodic transactions.
- Handel the client escalations, and do the RCA (Root cause Analysis) and further improvising the process level.
- Processing of SAP Payment runs Weekly, monthly and ad-hoc runs with high degree of accuracy.
- Daily basis SOX audit control and compliance perform and share with client.
- Coordinate with Treasury team on call and mails daily, weekly basis.
- Execution and Monitoring of Payment Run Cycles in SAP.
- Co-ordination with External Banks, Treasury team.
- Perform Process Reporting and monitor process KPI's.
- Should manage Payment Queries and ensure no business impact any penalty charges..

🎓 EDUCATION

Pune university 2011
MBA
First Class

Shivaji University 2008
B. Com
Second Class

🗇 PROJECTS

Project Management
1. Core team member of Knowledge transfer Invoicing activity via remote training for UK client.
2. Successfully knowledge transfer while project closure.
3. Core team member of while SAP system change from SAP R1/R3 to SAP ACE system in Invoice processing and payments.
4. Core team member as part of Robotics automation Project Implementation for Invoice processing.
5. Core team member in new project transition and set up successfully.

ⓘ ADDITIONAL INFORMATION

Father Name - Shamrao Sapkal
Status - Married
Permanent address - A/P - Yavateshwar Tal/ Dist - Satara