

Vaibhavi Aniruddha Kale

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CAREER OBJECTIVE

Seeking to expand and leverage my skills and expertise to grow in the new role. Ready to work in a diversified area as globally and put my best efforts towards the organisation growth and prospects.

SUMMARY

- Overall knowledge and understanding to Procure to Pay (P2P) starting from supplier requisition to payment of an invoice.
- Working on Citrix & SAP Platform for all operational transaction.
- Invoice Processing, Scanning & Validation, Preparing and Publishing allocation and ageing reports to present teamwork and productivity.
- Need to publish monthly GRNI report.
- Supplier Maintenance, Requisition Creation, Purchase Order Creation, Invoice Processing (PO/Non PO), Helpdesk.
- Communicate & Coordinate with the clients for process queries.

WORK EXPERIENCE

- Organisation: Infosys BPM Limited
Duration: 1 Year 6 Months (24 Aug 2022 to Present)
Designation: Process Specialist
Domain: Accounts Payable (AP)
Working on SAP & Ariba
- Organisation: WNS Global Services Pvt. Ltd
Duration:- 2 Year 11 Months (02 July 2019 to 21 Aug 2022)
Designation: Senior Associate Domain: Accounts Payable (AP)
Working on Oracle – R12 Application

JOB RESPONSIBILITIES

- **Requisition Creation and Purchase Order Creation:-**
 - We do create Non Catalogue Requisitions, Lease Requisitions as per the Requirement of requestor.

- Post requisition approval we need to create Purchase Order (PO) and sent it to the requestor.
- Validating all required information and process it for further approvals.

- **Invoice Processing:-**

- Working on Citrix & SAP platform for all operational transactions.
- Processing PO/Non PO Invoices.
- Analysing the causes of any blocked invoices and releasing the PO invoices for payments post confirmation from the client.
- Working on all kind of invoices which are on hold due to PO having insufficient balance, incorrect matching (rate based, amount based and quantity based PO).
- Working on ageing and providing the reasons for delay in payment.
- Performing the 2-way and 3-way matching PO.
- Preparing operational reports. Team Performance report, Process Volume reports, etc.
- Publishes the same with Internal and External stakeholders.
- Performing Month End Activity and share the AP related reports to GL Team.
- Conduct Induction and P2P training to New Joiners.
- Successfully completed Remote transaction of Invoice processing process.
- Making sure the expectations of the Client are met before the due date and team SLA being met.

- **Non-PO Invoicing Processing:- Invoice Coding .**

- Working with the onshore team to provide approval before proceeding the invoices in the system.
- Manually process the invoice after approval.

- **HelpDesk (HD):-**

- Working on HelpDesk tickets which cover more than 50 tickets for different P2P functions (via Emails or Calls)
- Provide proper resolution to the stakeholder sand ensuring increase in client satisfaction.
- Perform root cause analysis for payment failures and rejections.

- Maintained good inter-team relationships in order to resolve all the queries which involves all the P2P functions (Supplier Setup, Requisition Creation, PO Creation, Invoice Processing, exception Management and Payments).

- **Applications/ System Used:**

- Citrix, Verifier, Web Center, SAP, Ariba, Opentext
- Proficient with Microsoft Office (MS Word, MS Excel, MS PowerPoint)
- Oracle R12, SAP, Ariba
- Tungsten Network

ACHIEVEMENTS

- Awarded as League of Champion for Consistent Performer

STRENGTHS

- Cooperative and willing to work in open environment, like to learn and adopt new things and implement to give best results.
- Has good Team work flexible and conflict Management.
- Self-confident, Hard Working, Positive Thinking

EDUCATIONAL QUALIFICATION

- Pursuing MBA in Information Technology (ITBM) from DY Patil University, 2022 to 2024
- Master of Commerce from Savitribai Phule Pune University in 2019
- Bachelor in Commerce from Modern College, ShivajiNagar Pune in 2017 HSC
- Commerce From Modern College, ShivajiNagar Pune in 2014
- SSC from Swami Vivekanand High school in 2012.

PERSONAL INFORMATION

- Date of Birth: 30th July 1997
- Hobbies: Learning new things, People Interaction, Travelling, Playing Games, Painting.
- Nationality: Indian

- Languages Known: English, Hindi, Marathi
- Permanent Address: 1150, Raviwar Peth, Govind Halwai Chowk, Pune – 411002.

DECLARATION

I do hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Date:

Place: Pune

Yours Faithfully,

Vaibhavi Aniruddha Kale