

DARPAN VIRMANI

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Address: Flat no. 52F, Pocket A-1, Mayur Vihar Phase – 3, Delhi.

PROFESSIONAL EXPERIENCE

Fisker Inc– Hyderabad

(April 23- till Now)

Designation: Sr. Specialist

- *Manage train and develop personal growth of A/P staff- Hold regular team meetings, provide regular feedback individually.*
- *Certify timely and accurately processing of vendor invoices/purchase orders utilizing 3-way matching.*
- *Provide weekly accounts payable reports, metrics and analysis to client*
- *Provide and oversight for essential Accounts payables activity.*
- *In charge of monthly closing activities for AP area, include timely preparation of accrual journal entries and reconciliations.*
- *Ensure individual and team deadlines and deliverables are met accurately and timely.*
- *Perform internal and external audits globally.*
- *Responsible for travel and expense and enforcement of company policies.*
- *Lead key P2P automations projects and AP related process improvements.*
- *Handling the AP mailbox.*
- *Develop checklist and follow up on routine invoices that have not been entered.*
- *Preparing the duplicate report daily to avoid payment errors.*
- *Perform weekly payment/check run on accounts payable.*
- *Performing the quality check for invoices and payments.*
- *Monitor vendor statements vendor accounts as required and perform vendor and bank reconciliation.*

Johnson Controls – Gurgaon

(March '22- April 23)

Designation: Assistant Manager

Key Responsibilities

- *Maintain and train 8-10 team members, hold regular team meeting, provide regular feedback individually.*
- *Ensure timely and accurately processing of invoices and employees' expenses.*
- *Maintain communication and resolve problems involving outside vendors and other development areas.*
- *Collaborate with IT to manage the A/P system and assist with changes, upgrades or testing.*
- *Manage vendor accounts include regular reviews and maintenance eg-identifying and reissue missing checks, closing of inactive accounts or adding missing information.*
- *Perform reconciliations of vendor statement on monthly basis. If required.*
- *Worked to create an environment of service excellence for internal and external customers.*
- *Manage and achieve quality documentation and participate in internal and external quality audits.*
- *Recommend and execute quality improvement for production.*
- *Drive daily production activities with effective communication between team and leadership.*
- *Complete and maintain accurate and organized records of the tracker.*
- *Process as team large number of invoices on monthly basis (within KPI 98% accuracy)*
- *Improve vendor invoicing coordination by implementing scanning procedure.*

Genpact India Pvt. Ltd. – Gurgaon

(July 2019 – September 2021)

Designation: Management Trainee

Key Responsibilities

- Complete Accounts payable life cycle include tracking and recording payables, taking advantages of all prompt payment discounts.
- Handling AP helpdesk in terms of resolving supplier queries.
- Handling AP queries on business Associate emails.
- Perform routine checks and balances.
- Accounts reconciliation of all payables including verification, allocating, posting, and reconciliation transactions.
- Code invoices and insure all the necessary documents are included in the voucher package.
- Assist monthly closing entries like accruals, bank, CC.
- Provide weekly accounts payable reports, metrics and analysis to client.
- Responding the customer for Proof of Delivery, Payments and copies of invoices.

EXL Services Pvt. Ltd. – Noida

(Oct 2017 – July 2019)

Designation: Sr. Executive

- **Key Responsibilities**
- Scanning and booking of Invoices (Perform 3-Way Matching)
- Processing Employees Expenses
- Performing BACS/CHAPS/WIRE Payments to Customers
- Making the Report of invoices that is being processed in the respective month and submit the report to the Corporate Accounting Team.
- Making an accrual Entries and upload the entries in the system.
- Vendor Payments (Processing E-bills)
- Bank Reconciliation/ Corporate Card Reconciliations
- Vendor reconciliation
- Passing the rectification entries in system
- Prepare Journals, upload and post them in the system.
- Perform Quality Checks for the Payments and Reconciliations.
- Processing the payments in system (recovery payment)

Ricoh India Limited – New Delhi

(July 2015 – April 2017)

Designation: Accounts Assistant

Key Responsibilities

- Vendor payment, invoice processing, code the invoices correctly, maintaining AP helpdesk.
- Perform Vendor and bank reconciliation.
- Accounting entries: Inter unit (making entries, reconciling them and post rectification entries).
- Commission payable (employee and dealer)
- Compiling the TDS and service tax report on PAN INDIA basis and reconciling them with general ledger dump and pass the necessary entries.

EDUCATIONAL QUALIFICATIONS

MBA (Finance & marketing)	Guru Gobind Singh Indraprastha University	2014
B.B.A (CAM)	Guru Gobind Singh Indraprastha University	2012
Intermediate	C.B.S.E. Board	2009
High School	C.B.S.E. Board	2007

PERSONAL DETAILS

- Date of Birth: 13th January 1989
- Father's Name: Mr. Ashok Virmani
- Marital Status: Married