

DARPAN VIRMANI

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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