



# Mihir Kapdi

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## PROFESSIONAL SUMMARY

Dedicated professional with 8 years of hands-on expertise in payments, auditing, reporting, and invoice processing. Skilled in managing complex financial transactions, conducting meticulous audits. Highly detail-oriented and results-driven, with a commitment to optimizing financial processes. Effectively managing team members to accomplish business goals with providing soft training. My strong analytical and problem-solving skills, coupled with my ability to adapt to rapidly evolving environments, make me an ideal candidate for organizations that value innovation and growth.

## KEY SKILLS

- |   |  |  |
|---|--|--|
| ✓ Quick learner and speedy adaptability | ✓ Organized  | ✓ Business Testing                         |
| ✓ Result Oriented                       | ✓ Sound understanding of basic Accounting & Finance concepts | ✓ Process Implementations and Optimization |
| ✓ Strong research power                 | ✓ People Management  |  |

## WORK EXPERIENCE

### **Maersk Global Service Centre, Pune**

April 2017 to Current

#### **Senior Specialist - Accounts Payable (payments and Reporting)**

- Performing activities of daily and weekly pay runs for US, Canada, Europe and Africa Countries.
- Reviewing and approving daily employee travel and expenses claims for payment using Concur and make payments of those claims.
- Uploading manually cheque payment file after pay run and cheque printing for smooth encashment of cheques.
- Responsible for issuing manual cheques to US officials.
- Responsible for manual payments from bank site. (ACH & Wire, TAX payment)
- Handling queries of the counterparts as well as the vendors and Customers from the various countries.
- Identifying fraud payments and inform to global risk assessment team.
- Responsible for various reports like forecast report, rejection report, unclear payment report and Fund report to maintain smooth payment transactions.
- Part of UAT Testing and implementation in S4 HANA from Payment side

**Sr. Associate - Accounts Payable**

- Primarily responsible for invoice processing (PO & Non-Po based invoices) 2 and 3 way match of invoice, handling invoice rejection process.
- Performing activates of daily and weekly payments run for vendors, handling Refund cheques, Return cheques and Outstanding cheques.
- Generate daily, weekly, and monthly reports like forecast report, weekly payment report and monthly payment report.
- Primarily responsible handling vendor queries related to Payment, Open invoices, Under Payment, Urgent Invoice Processing, Urgent Payment. (Helpdesk).
- Responsible for weekly inventory reconciliation to avoid any mismatch at the month end.
- Internal reconciliation of Goods Receipt V/S Invoice Receipt for Vendor
- Primarily focused on live communication acknowledging transactions that are completed and raising questions when clarifications are needed, received an appreciation mark from stakeholder as well as from internal management for the proactive approach towards client.
- AP audit analysis (audit every invoice after processed to avoid any mistakes and double payment, audit every payment proposal to avoid any duplicate or double payment)
- Reviewing and approving daily employee travel and expenses claims for payment using Concur and make payments of that claims.
- Responsible for designing training plan and provide training for new joiners, design SOP for new projects.

**Education**

PGDM in Finance from Vishwakarma Global Business School

2013-2015

BBA (Information System Management) from Sardar Patel University

2013

**Highlights & Awards**

- Visited Delhi-Accenture in Sep-2015 for transition of accounts payable process to learn many activities for replicate processes at Pune Wipro office.
- Prepared all SOPs for US region
- Awarded Star of the month for December 2015 at Wipro Ltd
- Awarded Star of the month for Oct 2016 at Wipro Ltd
- Awarded as Extra Mile for Sep 2017 at Maersk Global Service center
- Awarded as Champ of the Month for June 2019 at Maersk Global Service center.
- Received STAR Award at Maersk Global Service center

**Personal Details**

- DOB: 01st February 1991
- Marital Status: Married
- Language: English, Hindi, Gujarati
- Current residence: Pune