

# ABHISHEK CHANDRA

Six-Sigma Green Belt Certified

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## Summary

With a proven track record in Accounts Payable operations, combined with my dedication to maintaining the highest service standards and facilitating smooth month-end closing procedures, I believe I am well-suited to contribute to the efficiency and success of your finance team. I have a total of 13 years of experience in PTP which includes 7 years of team leading experience.

In my previous companies, I honed my skills in performing and preparing month-end closing procedures, including AP reconciliation and AP accruals. I have successfully responded to inquiries from both internal and external stakeholders, ensuring clarity on invoice/payment status and providing additional explanations or supporting documentation when necessary. This commitment to service excellence has been a hallmark of my career, and I am confident in my ability to bring the same dedication.

My experience extends to assisting in auditor requests and ad hoc reporting, where my attention to detail and problem-solving skills have proven invaluable. I have successfully managed expenses payable, overseeing vendor accounts, ensuring MSME compliances, reconciling accounts, and resolving key issues. My proficiency in GST and TDS working further adds to my ability to handle diverse financial responsibilities.

One of my key strengths is daily work management, where I review the work of the processing team to ensure seamless operations. I serve as a coordinator between the processing team and the operations team, efficiently resolving any open issues that may arise. Effective communication is central to my approach, as I ensure smooth interaction among all levels of employees and vendors.

## Experience

Brookfield Renewable Operations India Pvt Ltd

Mumbai, India

Assistant Manager F&A

08/2023 - 05/2024

- Led a team of five individuals, each responsible for processing 2000 invoices monthly (Vendor Invoices, T&E, Pre Payments)
- Developed, implemented, and maintained Concur systems, procedures, and policies for T&E processes, ensuring compliance with finance policies and regulatory requirements.
- Led improvement projects related to T&E and corporate credit card systems, driving efficiency and enhancing policy effectiveness.
- Led improvement projects related to T&E and corporate credit card systems, processes, and policies, driving efficiencies and enhancing internal service experience.
- Identified pricing discrepancies on invoices and effectively communicated with vendors regarding denial or short payment issues.
- Researched and resolved inventory and overhead accounts payable discrepancies, fostering positive relationships with other departments.
- Ensured timely processing of vendor invoices within established SLAs (Service Level Agreements).
- Prepared detailed aging reports and conducted various types of reconciliations related to the accounts payable process.
- Supervised day-to-day operations to meet performance, quality, and service expectations.
- Collaborated with cross-functional teams to resolve issues, address inquiries, and implement best practices for travel and expense management.
- Defined clear targets and objectives and effectively communicated them to team members to ensure alignment and accountability.
- Implemented a new system for customer remittance advices resulting in a 50% reduction in queries
- Produced weekly reports of debtors and overview of status resulting in a more efficient debt collection process

WPP Group

Mumbai, India

Supervisor - Accounts & Finance

07/2021 - 08/2023

- Led the successful transition of accounts payable validation process of UK media from UK to India by taking all the required trainings from the UK counterparts and guiding the team for their issues and understandings.
- Led a team of 30 members by monitoring daily workload of the team by evenly distributing the invoices among them and ensuring the invoices are processed within SLAs
- Monitor compliance to financial guidance as per SOP and escalation procedures.
- Provide Quality check for invoices processed, releasing holds and monitoring performance on accuracy.
- Work with team to resolve their doubts or issues related to the invoices which leads to the decrease in their errors and increase in their efficiencies.
- Ensure compliances to Internal Audit and providing them the required documents required to the same.
- Monitor and ensure compliance to standard processes ensuring that any deviations from process are appropriately escalated and monitored to reduce risk.
- Managed over 1000 vendor accounts.

## Experience

<b>Exela Technologies</b> Senior Financial Analyst	Mumbai, India 07/2020 - 07/2021
<ul style="list-style-type: none"><li>Timely processing, accounting, and payments of supplier invoices both vendor invoices and T&amp;E.</li><li>Conducting processing and reconciliation of transactions, ensuring completeness and accuracy through internal control measures.</li><li>Compiling, monitoring, and analyzing accounting and control reports from outstations.</li><li>Collaborating with cross-functional teams to resolve outstanding items and ensure validity of accounting entries.</li><li>Tracking and resolving recoverable balances within agreed time frames.</li><li>Actively participating in projects, system enhancements testing, and process changes to enhance business processes.</li><li>Prepared profit and loss (P&amp;L) statements, management information systems(MIS), and budgets versus actuals within predetermined timelines.</li><li>Ensured timely payments to vendors within the credit period, adhering to set accounts payable (AP) parameters.</li><li>Provided training and support to staff members to enhance their skills and knowledge of travel and expense policies and procedures.</li><li>Generated accurate MIS, cash flow statements, and gross operating profit(GOP) reports Managed detailed aging analysis, performed various reconciliations, data entry, and sales journal maintenance.</li></ul>	
<b>Contagious Online Media Network Pvt Ltd</b> Accounts and Finance Manager	Mumbai, India 09/2018 - 07/2020
<ul style="list-style-type: none"><li>Compile and present detailed monthly, quarterly reports for Senior Management perusal and act as the focal point in preparing year-end reports.</li><li>Led improvement projects related to T&amp;E and corporate credit card systems, processes, and policies, driving efficiencies and enhancing internal service experience.</li><li>Ensured optimal performance of team, systems, and processes through effective leadership and oversight.</li><li>Developed, implemented, and maintained Concur systems, procedures, and policies for T&amp;E processes, ensuring compliance with finance policies and regulatory requirements.</li><li>Led improvement projects related to T&amp;E and corporate credit card systems, driving efficiency and enhancing policy effectiveness.</li><li>Recommended and implemented efficient T&amp;E policies and procedures, ensuring compliance with finance policies and procedures.</li><li>Resolved complex issues with internal and external customers, coordinated with support departments and stakeholders to ensure timely processing and payments for expense reports.</li><li>Interacted with business leaders to ensure delivery of Service Level Agreements (SLA), conducted performance reviews, and provided coaching and leadership to team members.</li><li>Identified and provided development opportunities for employees, ensuring continuous skill enhancement and career growth.Managed detail aging, different reconciliations, data entry and sale journal.</li><li>Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable, accounts receivable, payroll, bank reconciliation of all corporate accounts, cash receipts, disbursements, invoicing, and preparation of daily bank deposits.</li><li>Provided training and support to staff members to enhance their skills and knowledge of travel and expense policies and procedures.</li><li>Dealing with the internal and statutory auditors.</li><li>Handling of all the compliances of TDS &amp; GST including returns including reconciliation of GSTR2A.</li></ul>	
<b>Piramal Enterprises</b> Financial Analyst	Mumbai, India 05/2015 - 09/2018
<ul style="list-style-type: none"><li>Responsible for the accounts function of GBSS dept. of Piramal Enterprises.</li><li>Processing invoices from various locations for payment in SAP FI modules.</li><li>To ensure that Invoices are processed within SLA deadlines.</li><li>Responsible of solving all parked invoices to get it post after the queries were resolved.</li><li>Led and managed a team responsible for processing and reconciling travel and expense transactions in a timely and accurate manner.</li><li>Oversaw the review and approval of expense reports, ensuring compliance with company policies and travel guidelines.</li><li>Implemented process improvements to enhance efficiency and reduce processing time, resulting in cost savings and improved service delivery..</li><li>To ensure compliance with all necessary regulations by reviewing, analyzing and resolving errors in invoices.</li><li>Maintaining vendor files.</li><li>Raising and tracking invoice.</li></ul>	

## Experience

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Ashiana Housing Ltd

Jamshedpur

Senior Officer Accounts

08/2010 - 04/2015

- Preparation of MIS, Cash Flow Statement, Budget vs Actual & GOP.
- Processing of Vendor Invoices, Travel & Exp claims of the employees and to make sure timely payment is done.
- Managed detail aging, vendor reconciliation, two-way matching, three-way matching, computerized and manual cash match, data entry and sale journal.
- Automated previously manual invoicing process, accelerating customer payments, and improving billing accuracy.
- Implemented process improvements to enhance efficiency and reduce processing time, resulting in cost savings and improved service delivery.
- Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable, accounts receivable, payroll, bank reconciliation of all corporate accounts, cash receipts, disbursements, invoicing, and preparation of daily bank deposits.
- Dealing with the internal and statutory auditors.

## Strengths

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P2P Expert

Team Management

Financial Analysis

## Education

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Kolhan University

India

Master in Commerce

2012 - 2014

## Languages

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English    ●●●●●

Hindi    ●●●●●

## Skills

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Accounts Payable Process Knowledge · Financial Reporting · Transition Management · Financial Analysis · Team Management ·

SLA management and prioritization · Team Management and Development · Collaboration and Stakeholder Management ·

T&E process development and implementation · Strong communication and interpersonal skills