



AJINKYA A. RATTU.

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CAREER OBJECTIVE:

To secure a challenging position where my knowledge, skills, and experience are aptly utilized and where I am provided opportunities to enhance and apply my professional skills. Desire to learn and understand new arriving.

WORK EXPERIENCE:

➤ Currently working with **State Street HCL Service Ltd.** as Team Lead- May 2022 to till date.

Key Responsibilities:

- Working as a Team Lead with Management of the organizational members with Production and reports and audits.
- Processing the invoices with 3way matching within SLA. For Urgent & Normal invoices and timely payment to vendor.
- Allocation to team as per Aging invoices to make sure to priorities aged invoices.
- Analysis of Creditors ledger and reconciliation at regular interval and preparing schedule.
- Processing of Service invoices, Verification & Booking of Credit Notes.
- Vendor Reconciliation, Analysis of Suppliers with unadjusted advances.
- Payment to vendors. Analysis tax details.
- Contributing idea and actions towards the continuous improvement of process within area influence.
- Represent on trend line of the business of SSHS of all region in line with Production data and breaks trend line.
- Representation of Business graph & trend line of overall breaks and State Street need to generate on daily, weekly & monthly basis & need to present to Higher Management and Clients as well.
- Handling Taxonomy data file (collation the information to representing to management) overall Headcount file across the region. Head count file Consist of all the information regarding the process and business continuity requirement – Sub process wise logically data.
- Review & publishing the reports Client specific KPI, Functional KPI on weekly & Monthly basis on SharePoint.
- Middle Office SPOC person for MO & BO Office with management as reporting part of Management Information System with Management and upper level of Management & Clients of SSHS.

- Previously employed with **Maersk global services Ltd.** as Sr. Analyst – September 2019 to April 2022.

Key Responsibilities:

- Working with Accounts Payable and P2P Team.
- Allocation of the daily production, represent the worksheet and reports on weekly base.
- Manages Urgent liner vendors with the prioritize liner item and daily payments.
- Process all purchase invoices for SCM vendors, foreign invoice and refunds.
- Processing vendor invoices, GRIR clearing on daily basis and providing the status of invoices and PO, handling short/over payments.
- Manage to represent in divisional and GSC level meetings, reports, training.
- Handling escalation, updates and training to Peer to Peer.
- Support Sri Lanka and United Arab Emirates clients from end-to-end process.
- Adhering and ensuring the SLAs with respect to targets assigned.
- Adhering and ensuring smooth month end closing activity.

- Previously with **Infosys Technologies Ltd** with special reference to Rio Tinto project as an Accountant– April 2017to September 2019.

Key Responsibilities:

- Knowledge of procure to pay (P2P) process, starting from PO set up through 3-way match till verification from PO creation to payment run.
- Processing non-PO invoices as well as credit note in SAP ERP version 6.0 with accuracy.
- Processing vendor invoices, GRIR clearing and Reconciliation on daily basis and providing the status of invoices and PO, handling short/over payments.
- Use to with the reversal cases (In wrong payment cases).
- Working knowledge of Reconciliation, Invoice aging analysis.
- Hands on experience of preparation of GRN and reconciliation/clearing and non-PO invoices scanning and coding.
- Assist with Purchasing and Cash Management team.
- Support to Customer/vendor queries from generic email box and calls are dealt with a prompt and comprehensive manner and in line SLA's.

- Previously employed with **Wipro Technologies Ltd:** (Avaya India Ltd.) as Associate for during July 2016 to February 2017.

Key Responsibilities:

- Globally Process and manage services for American Express corporate card with TREX.
- End user at SAP vendor code, accounts payable and bank related queries.
- Methods of IBCP, BDC and audit report on daily basis.
- Reconcile the outstanding balances of AMEX on weekly and follow up.
- Handling client related reports toward millage claims and AMEX.
- Methods of GST calculation report for Australia and Canada.

EDUCATIONAL PROFILE:

Course	Board/Institute	Year Of Passing	Grade
MBA	BVU, IMRDA Pune	2015	1 st Class
BBA	BVU, IMRDA Pune	2013	1 st Class
HSC	Kolhapur Board	2009	2 nd Class
SSC	Kolhapur Board	2007	2 nd Class

PROFESSIONAL KNOWLEDGE:

- SAP - FI-CO (Implementation)
- Packages - MS Office & Internet.

ACHIEVEMENTS IN CORPORATE & MANAGEMENT PLATFORM:

- Awarded as **Star of the month of IBS** towards the **process knowledge and productivity**.
- Awarded as **Rising Star of Infosys** towards the **process knowledge and adoptability**.
- Winner of Group Dance of **Sambhrama 2019** at **Infosys**.
- Winner of Mime & Skit at **Annual function of 2018** at **Infosys**.
- Runner up in **Avaya Soccer league 2016** in **Avaya** internal tournament.

Name – Ajinkya Abhaykumar Rattu.

Date of Birth – 25th September 1991

Hobbies – Making New Friends, Drama, Swimming & Sports

Language Known – English, Hindi, Marathi, Kanadda.

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