




# Rajan Varma (Available Immediately)

## Lead Analyst

 Pune, India  
 varmarajan90@gmail.com  
 8657372781

### PROFILE

Experienced Accounts Payable specialist with over 9 years in invoice processing, payment management, and account reconciliation. Proficient in accounting principles and SAP. Possesses strong analytical abilities and a collaborative approach. Dedicated to accurate payments, fostering vendor relationships, and ensuring financial success.

### OBJECTIVE

Seeking a dynamic role in Finance to utilize expertise in ensuring timely and accurate payments, cultivating vendor relationships, and enhancing organizational financial prosperity through proactive contributions.

### EDUCATION

**Master of Commerce (M. Com)**  
Shivaji University Kolhapur  
2014

**Bachelor of Commerce (B. Com)**  
Shivaji University Kolhapur  
2012

### PROFESSIONAL EXPERIENCE

#### **M/S Medicare Systems**

Lead Analyst

06/2023 – present | Mumbai, India

- Managed purchase and sale entries to ensure accurate financial records.
- Streamlined procedures to ensure regulatory compliance and data accuracy.
- Coordinated precise stock entries, optimizing inventory management.
- Implemented efficient monitoring systems for real-time stock-level updates.
- Demonstrated effective communication in customer interactions.
- Resolved customer inquiries promptly and satisfactorily.

#### **WNS**

Lead Associate - Quality

10/2020 – 06/2023 | Pune, India

- Executed quality checks and root cause analyses to enhance efficiency in Accounts Payables and Receivables.
- Developed error mitigation plans to ensure compliance and risk minimization.
- Maintained Quality Standards Documentation (QSD) for adherence to standards.
- Utilized Power BI for comprehensive report generation.
- Conducted compliance checks to mitigate financial and reputational risks.
- Coordinated with auditors and teams to enhance process control.
- Created weekly and monthly decision support decks.
- Improved processes and achieved quality goals through assessments and PKTs.

#### **Conduent Business Services**

Analyst

07/2018 – 10/2020 | Kochi, India

Accounts Payable & Accounts Receivables

- Processed and resolved PO and non-PO invoices for Accounts Payable (AP) and Accounts Receivable (AR).
- Reconciled vendor payments and customer billings, and monitored GR, IR, and Block reports.
- Prepared daily, weekly, and monthly reports, including monthly accrual reports.
- Assisted the auditing team with invoice audit queries and monitored daily SLAs.
- Verified and approved SOX payments.
- Developed and updated Standard Operating Procedures (SOPs) for process efficiency and compliance.
- Demonstrated strong attention to detail and accuracy.

## SKILLS

- Proficient in using MS-Office for various applications such as Word, Excel, PowerPoint, and Outlook.
- Experience in using Excel to create and maintain reports, perform data analysis, and manage databases.
- Experienced in working with SAP ERP software.
- Skilled in executing various business processes such as purchase order creation, invoicing, and payment processing in SAP.
- Willingness to learn and adapt to new technologies and processes.
- Demonstrated hard work, determination, and good grasping capabilities to master new skills.
- Strong problem-solving skills and a positive attitude towards challenges.

## CERTIFICATES

- Microsoft Power BI Desktop For Business Intelligence
- Financial planning & Analysis: Building a Company's Budget
- SAP FI GL General Ledger

## LANGUAGES

English,	● ● ● ● ●
Hindi	● ● ● ● ●
Marathi	● ● ● ● ●
Malayalam	● ● ● ● ●
Tamil	● ● ● ● ●

### Maersk Global Services Centre Ltd.

Senior Associate

12/2016 – 07/2018 | Pune, India

Accounts Payable

- Processed PO and non-PO vendor invoices, utilizing OCR tools for verification.
- Managed vendor queries and coordinated with AP controlling and PCC teams.
- Prepared and verified vendor reconciliations to ensure accurate records and timely payments.
- Generated accrual reports for informed decision-making.
- Produced monthly, weekly, and daily reports to analyze financial performance.
- Handled audit queries and ensured regulatory compliance.
- Performed GR creations and reversals, and maintained SOPs for process efficiency and compliance.

### Steria India Private Ltd.

Process Associate

02/2015 – 10/2016 | Chennai, India

Cash Management

- Managed cash flow and processed vendor, payroll, and tax payments accurately and on time.
- Reported and controlled payments for informed decision-making and financial monitoring.
- Managed failed payments promptly to minimize losses and maintain vendor relationships.
- Prepared weekly and monthly reports for clients, providing critical financial insights.
- Handled client queries and delivered excellent customer service.
- Processed manual payments and coordinated with AP, bank reconciliation, and payroll teams for smooth financial operations.
- Identified and resolved payment discrepancies to ensure regulatory compliance and financial accuracy.

## DECLARATION

**Rajan Varma**  
Pune