

**Pawel Choukikar**  
**M.COM**

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**Accounts Payable professional** with proven expertise in Invoice processing, Payment Run activity, Payment Forecast, Query handling, Payment Proposals, Payment authorization, Statement Reconciliation, Reporting and Training. Have completed crucial pilot projects in different processes.

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### **PROFESSIONAL EXPERIENCE –**

**Total years -11+ year experience as Accounts Payable, Auditing payments data Vendor's & T&E Payments**

➤ Worked with **EXL Services India Pvt Ltd, Pune.**

- Company Designation : **Assistant Manager- Operations**
- Duration : 12 September 2022 to 14<sup>th</sup> April 2023.
- Location : Cybercity Tower 12, Magarpatta City, Pune.

### **ROLES & RESPONSIBILITIES**

- Managing Accounts Payable team of 10 FTE.
- Manage teams and ensure quality and productivity targets are met.
- Communication with Client daily on process update and handle escalations.
- Managing different currency invoices including PO & non PO.
- Handling Vendor query on regarding Payment & Invoices.
- Handling and Monitoring Payment run process on Fortnightly basis.
- Monitoring daily productivity and work allocation as per SLA.
- Creating weekly team dashboard for Management.
- Provide coaching and feedback to team members to enable them to improve their performance.
- Motivate team members and control attrition.
- Assists new hires such that they are productive on the floor in the shortest possible time frame.
- Provide inputs on process and systems to the team members.
- Helping Operation Manager for monthly incentive data preparation for entire process.

➤ Worked with **CAPITA INDIA PVT LTD, PUNE.**

- Company Designation : **Sr.Finance Operation**
- Duration : 28 November 2014 to till 30 July 2022
- Location : SEZ B1,Magarpatta City , Pune.

### **ROLES & RESPONSIBILITIES**

- Managing Team of 8 People
- Work allocation to teams' members, monitoring daily productivity.
- Weekly call with Client for process update, work status and if any escalation.

- Invoice downloading from different portal of clients.
- Managing Invoices for various currency and distributing among teams for processing.
- Communication with Vendor for any dispute invoice and payments.
- Providing swift copies to vendors.
- Handling various payments (**CHAPS, BACS, SEPA, Cross Border Payments**)
- Payment file upload to various bank sites.
- Creating payment proposal file and handling weekly payment run process.
- Making sure payments are made timely and accurately as per calendar.
- Examine, follow-up with vendor and provide efficient resolution for on hold invoices.
- Reconciliation of Vendor statement for past due payments.
- Preparation of SOPs, Process document and flow chart.
- Handling Month end closing activity.
- Vendor creation & management.
- Process Training to new team member.
- Provide coaching and feedback to team members to enable them to improve their performance.
- Creating weekly and Monthly Reporting.
- White belt certified.

➤ Worked with **PRGX INDIA PVT LTD, PUNE.**

- Company Designation : **Associate Auditor (US Client)**
- Duration : 14 Jun 2010 to 29 Jan 2013
- Location : Pune

## **ROLES & RESPONSIBILITIES**

- Invoice processing and registering.
- END-END Validation and Approval of Vendors invoice.
- Quality check of Invoice processed by team member.
- Monthly vendor's statement Reconciliation.
- Email communication with Client and vendor regarding payment and other query.
- Auditing accounts data, Duplicate payments records.
- Analysis and reconciliation of the data.
- Worked on multiple projects as Process Leader.
- Preparation of Process document and flow chart.
- Always meet deadline of Projects and delivered on time.
- Identifying improvement opportunities and driving the idea generation in the process
- Conducting Process training for new employee and existing employee.

## **SPECIFIC ACHIEVMENTS**

- **Eagle Eye Award** – For high quality consciousness and process improvement.
- **William Tell** – For being highly skilled and competent in my work area.
- **Thumbs Up Award** – For devising Training programs.
- Represented Fun, Sports and Transport Committees in PRGX India.

## **PROFESSIONL & SOFT SKILLS**

- Sound knowledge of Accounts Payable P2P process .
- Ability to interact with huge clients and convey cogently
- Ability to work on new problem/unseen problems
- Delivered excellent customer service while working with clients on a daily basis on-going technical projects
- Interacted with clients, Accounts payable team and utilized excellent organizational skills to arrange implementations on the ongoing project
- Served as a liaison between clients and staff to resolve client's problems and implement long and short term solutions

## **ABILITIES**

- ✦ Ability to work independently and take initiative
- ✦ Demonstrate good team work
- ✦ Ability to work together with colleagues of various business areas across the region
- ✦ Good time management and the ability to priorities
- ✦ To ensure that all the tasks are completed within relevant time period.
- ✦ Ability to learn any development in the work frame.

## **EDUCATIONAL QUALIFICATION**

<b>Exam</b>	<b>University/Board</b>	<b>Year</b>
M.COM	Pune University	2010
B.COM	MMCC Deccan Pune, Pune University	2007
H.S.C	MMCC Deccan Pune, Maharashtra Board	2003
S.S.C	Rangehills Secondary School, Maharashtra Board	2001

## **TECHNICAL EXPERTISE**

- **AP Systems** – SAP -FICO, CMS, Microsoft Dynamics GP, Aptos, Gemini.
- **Other Applications** – Citrix, Microsoft Excel, Word, VBA, Access, Visio, PowerPoint, SharePoint, Outlook.

## **PERSONAL DETAILS**

Name : Pawel Charanlal Choukikar  
Permanent Address : Old Sangvi Pune-411027.  
Passport : Valid Till 14/04/2028