



# GOVIND

## MARATHE

Assistance Manager/Executive  
Accounts Payable

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Pune, IN

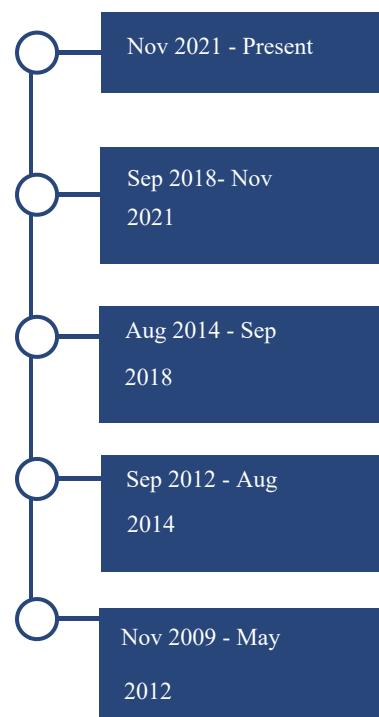


As a seasoned Finance & Accounts professional with over 14 years of experience across diverse industries, my objective is to leverage my expertise and leadership skills in the role of Accounts Payables Manager. I aim to ensure seamless operations, strategic planning, and continuous improvement within the accounting domain, auditing process and generate profitability. I am excited about using my skills in audit, process mapping, team management, and more to add value to the company.

## Professional Summary

- Solid finance and accounts professional with more than 14 years of experience in various aspects of Finance, Accounts, and MIS Reporting.
- Proven leadership skills, training, Coaching, performance review, having successfully managed teams across various projects, improving efficiency, and quality adherence.
- Supervise daily operations by adhering to the agreed SLA's. Effective in formulating and implementing Finance & Accounting Policies/Procedures & Statutory enactments
- Strong skills in maintaining top quality in operations and ensuring strict adherence to service level compliance.
- Key expertise in achieving cost controlling and revenue generation and profitability by streamlining finance and accounts operations.
- Proven time management skills and the ability to coordinate, consolidate, and manage diverse tasks from multiple sources.
- Successful track record of project management, implementation of efficiency projects, and handling ad-hoc projects. Generate ideas for process improvements.

## Career Timeline



## Work Experience

## Soft Skills

- Team management      Time Management  
Leadership      Problem-Solving  
Communication

## Technical Skills

- SAP, SAGE,  
Power BI  
Concur, Tablue  
BW Reports  
Excel



## Core Competencies

- Coaching, Training
- Performance appraisals
- Finance & Accountancy UAT
- Management Process Mapping
- KIP Management
- ReviewTransitions
- Management Integration
- projects audit

## Certifications

- 2017  
White Belt Certified

## Education

- MBA (Finance)  
ICFAI , Hyderabad University 2007 - 2009
- B.Com  
YCM College of Commerce, NMU University 2014 - 2017
- B.A MD College, NMU University 2004-2007

## Languages

- English      Marathi      Hindi

Nov 2021 - Present

## Assistance Manager/Executive- Accounts Payable, GL, Reporting

BHS Corrugated India Pvt Ltd.

### Responsibilities:

Managed the day-to-day processing of varied financial transactions and external communications with vendors & customers and key stakeholders. Focused on tracking and resolving outstanding financial issues and leading team performance for effective results. Maintain procedure, compliances & auditing procedures.

### Workdone:

- Managed day-to-day operations of different AP areas including PO and Non PO invoice processing, Vendor Desk, Internal Client & Vendor Relations, and Payment
- Processing review, ACH,CHECK & Electronic payments,follow-up on unidentified payments
- Handling travel & expense process, verify documentation, bills & proper approval in place.
- GL accounting, bank reconciliations, remittances, accrual report, external- internal audits
- Power BI reporting: Monthly and weekly reporting bases power bi extract to check on team's efficiency and productivity
- Auditing the volumes for AP and monitoring the quality KPI and sharing it to management
- Assisted finance team with month end processing, including accruals and account reconciliations.
- Ensured timely payments of vendor invoices. Set Invoices for payment procedure. Put together and accounts payable checks, wire exchanges and ACH obligation.
- Identify correct GL and Cost center to post the incoming vendor invoices. Following proper approval method to approve vendor invoices. Managed the day-to-day processing of cheques
- Team performance tracking, management and feedbacks
- Supervising, review and process refund transactions, deductions in adherence with the policy
- Ensure good relationships with business partners and global functional team on a proactive basis. Analysis the cost reduction projects and verify what is the actual cost which is going into P&L

### Achievements

- Best initiatives in process. Integrated system and process improvements, leading to efficiency in workflow, & processing time reduction.

Sep 2018-Nov 2021

## Senior Specialist/Lead – Accounts Payable

Maersk global services India

### Responsibilities:

Supervised and performed daily financial transactions, ensuring accuracy and compliance. Managed Customer Master data team, and maintained effective communications and relationships with stakeholders.

### Workdone:

- Transitioned AP functions from 2 off-site locations to Pune GSC. Realigned workload and reduced head count without disruption of services to vendor accounts
- Team member training for effective results
- Workflow's solving, Analyzing vendor invoices, third party invoices of SCM & L&S products
- Team performance tracking, management and feedback
- Implementing process improvements and UAT
- Validation of vendor invoices with PO, Posting it in MIRO after 3-way match
- Review and process refund transactions, deductions according to policy
- Preparing daily GR-IR report and maintaining the SLA of 99.50% on a quarterly basis.
- Supporting and managing closing activities
- Supervising and performing daily financial transactions, to ensure accuracy in recording in AR ledger To resolve mismatches between PO, Goods Receipts, and Invoices so that there is timely payment of invoices to suppliers Business continuity planning Responsible to prepare revenue & Cost margin report to know the profit of each shipment
- Communicating process updates to the team and documenting it

## Hobbies

Playing cricket

Singing

## Achievements

- Best Initiate award (2022) BHS Corrugated Winner of -Employee of The Quarter award at Maersk Global Services (Q2-2014)
- Best Kaizen award (2011, 2017)

## Achievements

- Implemented effective process improvements

Aug 2014 - Sep 2018

## SR.Process Expert – AP, R2R, GL Accounting

Maersk global services India

### Responsibilities:

Performed daily financial transactions and focus on process improvements, transition management, and quality assurance. Executed timely payments, reporting, KPI's, auditing, month end accruals.

### Workdone:

- Handling vendor master data, payments and processing vendor invoicing, credit note processing, inter company posting transitions management, process documentation, Process mapping.
- Performing daily financial transactions to ensure accurate record in AP ledger
- Match AP transactions ensure that AP invoices are recorded in AP ledger.
- Review of the weekly and monthly bank reconciliation
- Creating purchase requisitions, purchase orders based on quotations.
- Create GR & IR after validation of invoice 3 way match.
- Identify the proper allocation and cost to the cost centers and GL's
- Analise the cost reduction projects & verify what is the actual cost which is going into P&L
- Handling process updates and communicating it to the team, documenting it
- Completed month end AP closing process including accounts payable to general ledger account record reconciliations

## Achievements

- Spearheaded continuous process and procedure improvements, leading to enhanced workflow efficiency

Aug 2012 - Aug 2014

## SR. Document Controller – Operation

Aker Powergas Subsea

### Responsibilities:

Performed varied financial processes, including cash management, process transitions, and UAT testing. Conducted analytical tasks such as preparing KPI ratings, auditing, and devising strategies for customer base enlargement.

### Workdone:

- Strengthened company's vendor/suppliers relations by continuously corresponding with vendors via phone, email, or written communication MIS: Daily, Weekly and Monthly Dashboard with trend analysis
- Preparing MIS reports & other statements with a view to apprise management of Process operations and assist to colleague in critical decision-making process
- Handling process updates and communicating it to the team, documenting the updates
- Reconciled bank statements, credit card and deposits. Prepared analysis associated with accounts. Produced month-to-month reports and assisted in 30- day end closing.
- Quality report at user level and process level.
- Proficient in financial planning of the organization, efficiently assisting in audit related issues; identifying the strengths & weaknesses of the company and evaluating all the financial activities of the company statements
- Assisted Finance Team with month end processing, including accruals and account reconciliations.
- Process Mapping function and User acceptability Tests with process transitions
- Identify correct GL and Cost Centre to post the incoming vendor invoices. Following proper approval method to approve vendor invoices. Duplicate payment validation, Remittance checks.
- Created & maintained departmental policies, job descriptions and performance evaluations for Accounts Payable Team

## Achievements

- Devised and implemented crucial strategies for customer base enlargement
- Consistently maintained high quality standards resulting in smooth financial operations

## Specialist – Finance & Accounts

Maersk Global Services India

### Responsibilities:

Handled diverse financial and account processes, including solving emergencies, monitoring Accounts Payables, and assisting in audit issues. Focused on implementing new strategies for customer base growth and process optimization.

### Workdone:

- Sound knowledge of Sales contracts creation, Purchase contracts creation and pricing updating  
Involves Invoice processing & review it, Customer extension for sales contract creation.
- Scrutinizing the transactions to ensure correct SAP entries as per correct Invoicing details, Banking details, Payment terms, PO details,
- Material ID, VAT code, Site Location, Account code, Vendor details
- Ensuring quality and strict adherence to service level compliance
- To resolve auto Sales order interface Idocs and auto Purchase order creation issues
- Involvement with commercial team for preparing sales and purchase rates
- Processing Invoices and send it through EDI (Electronic Data Entry) for payment
- MIS: Preparing full proof computerized monthly quality report to ensure bottleneck free flow of vital information

### Achievements

- Devised and implemented successful strategies to grow customer base Excelled in resolving critical customer queries

## Projects

- Migrated Xflow project for SAP Hana for Accounts payable. Successfully go live the Xflow invoice processing process.
- Handled communication with stakeholders and documented critical updates for the team.
- Ensured quality and strict adherence to service level compliance throughout the project
- Worked with cross-functional teams to ensure seamless integration of new system with existing infrastructure
- Conducted Upgrades process and ensuring maximum efficiency and minimal errors
- Managed the end-to-end implementation of SAP & Sage process.
- Reduced check payment and converted to the auto ACH payment by educating our vendors