

## Accounts Payable – Leader Representative

- **Career Objective** - An experienced account payable professional seeking a responsible position that will use my diversified experience and knowledge

### Career Summary

An enterprising, hardworking and technically skilled specialist known for accuracy. Expert in create and distribute AP reporting for the AP management team. Expert in managing query resolution by teams for internal business users and external suppliers. Expert in working in group and producing best result. Proficient in management of accounts payable, client reporting and MIS report. Exceptional financial analysis skills. Effectively analyze situations and provide innovative solutions.

### **AREAS OF EXCELLENCE**

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|---|--------------------------------------|-------------------------|
| • Ability to handle pressure & Hard Working | • Invoices/Wire/Payment Transactions | • Daily BOD/EOD Status  |
| • Team Building and Staff Supervision       | • Inventory Count/Value              | • Records Org & Mgmt    |
| • Account Distribution                      | • Spreadsheets & Accounting Reports  | • Monthly Reports (MIS) |

### **PROFESSIONAL EXPERIENCE**

#### **Leader Representative | BNY Mellon, Yereada, Pune. – Dec 2019 to Current Job**

Daily organised the fund transactions work of the team, assigning tasks of daily dealing and registration work, setting short-term priorities as per cut off time, monitoring all queues activities and ensures timely and accurate completion of the work. Conducting performance management and career development processes and staffing and disciplinary actions.

1. On-site trade booking of subscription and redemption, second quality checking of a wide range of dealing transactions through internal systems (like high amount or more than 25 million trades), to regulatory and client standards procedures.
2. Daily day to day oversight of the email document management processing, ensuring investors instructions are scanned into the workflow system accurately and standard
3. Investigating and resolving inquiries, communicating with various internal departments to make sure all are in same page and no discrimination between process knowledge
4. Preparing financial reports ensuring conformity to professional and regulatory requirements
5. Responsible of work flow distribution and the effective utilization of resources within the team
6. Providing job technical training and coaching for all team members and brief staff regularly on issues relating to work carried out by the team and new initiatives
7. From day starting organised he work of the team, assign tasks, set short-term priorities, monitor all activities and ensure timely and accurate completion of the work
8. Ensuring all procedures are kept up to date and are adhered to on a daily basis
9. Assisting the Team Manager in establishing goals and objectives for the team
10. Generating process and system enhancement ideas and co-ordinate the introduction of these changes with supporting documented procedures
11. Conducting performance management and career development processes, and staffing and disciplinary actions

**ACCOUNTS PAYABLE (Account Assistant) | AES MoveOne, Pnachshil Chamber, Viman Nagar, Pune. – Nov 2018 to Current Job**

- Managing 9 country accounts with multi currency transactions for payable documents. (Dubai/US/UK/Jordan/Qatar/Kuwait/Turkey/Kazakhstan/Macedonia)
- Submitting SOA vendor payment reports to country manager - Moving Freight/Logistic/Relocation
- Booking invoices/credit notes and posting transactions in journals.
- General ledger entries for accounts payable, accounts receivables.
- Booking, reconciliation and clearing of all prepaid, deposits, accruals and other pending accounts on monthly basis
- Set-up and maintain supplier accounts
- Collect and organize vendor bills.
- Process all purchases (supplier invoices) and refunds (credit notes)
- Perform internal control checks on vendor bills such as cost checking in operational system.
- Analyse purchases by expense type (coding invoices)
- Assisting month-end closing and audit activities (accruals, adjusting entries, payroll, prepaid expense and commissions' accruals)
- Obtain proper approvals based on organizational charts for payment of vendor bills.
- Organize pickup of cheque payments by vendors
- Ensure that bills get paid at due date but not earlier than necessary.
- Work effectively as a team contributor on all assignments.
- Communicating with onshore for process updates and handling WebEx session on weekly basis.
- Maintain good audit compliance & controls

**ACCOUNTS PAYABLE (Team Leader) | Cognizant India Pvt. Ltd, Hinjewadi, DLF Akruti, Ph-II Pune. – June 2013 to May 2018**

- Handling audit of 21 client account and preparing reports of the same, organize thousands of invoices and making reports according to projects for accounts payable. Reviewing invoices and checking the requests of the same so as to avoid any errors. Working on auditing activities such taxation, Freight, Utility usages, accounts payable etc. Matching invoices and setting up same for the payments Verifying invoice information for QC level and also creating and generating processed invoice inventory via Distiller, Catalyst and SAP accounting software. Maintaining sub accounts reports and verifying status of submitted or released invoices. Administrating purchase order invoices and tracked books via Excel. Preparing monthly reports and assisting in month end closing. Maintaining financial information through files and documents. Assisting senior management in the same and preparing account summary. Instructing and provide training to other accounts payable associates. Perform as updating MIS, monthly billing, weekly KPI's, monthly book report, daily entries, online queries email to onshore and report analyzing. Resolving invoice issues in collaboration with onshore supervisors/managers through VOIP call.

**DELIVERING RESULTS:**

- Taking ownership to close all open issues pertaining to process
- Expert in ensuring workload is completed on time
- Scrutinize the invoice and ensuring SLA's policy is met before due date of invoices
- Expert in preparing pending reports of invoices ensure that all pending items are cleared within TAT
- Where the invoice details are incomplete contact the Supplier / Line of business and request for resubmit the invoice for payment
- Auditing of processed invoices to ensure correct input of data before running payment

- Resource utilization as per requirement
- Experience in dashboard preparation of invoices processed and accuracy achieved
- Providing online feedback to team members and taking one on one session for development
- Proactively raising concerns/issues and highlighting to the respective seniors/management staff
- Identify and participate in implementation of process improvements
- Managing the accuracy and timely processing of up to more than 50,000 invoices (\$10 M) per month.
- Consistently maintaining accuracy in calculating production inventory, productivity and quality.
- Resolving transaction queries and invoice issues in collaboration with associates and supervisors.
- Restructuring the submitted invoices, which allow onshore to submit invoices accurately and payment faster.
- Gained greater control of the monthly accounts payable process.
- Recommending team members to be accountable for policies and deadlines of invoices.
- Preparing weekly KPI's, monthly billing & forecasting billing with approval.
- Focusing on accurate, efficient data and early recognizing of suspected duplicates and errors.
- Spearheading shift consolidations.
- Ensuring that the process transactions are processed as per Desk Top procedures for all payable documents (hand written) like medical billing, utility bills, invoices, insurance forms, letters, fax, emails documents and balance sheets and also calculate code wise tax amount, freight amount, multiple code list like department code, general ledger, category code, ship to code, aim code and account code.
- Ensuring that the assigned targets in accordance with SLA are met.
- Ensuring that the quality of the transactions is in compliance with predefined parameters.
- Ensure the Month End Close is completed within the allocated deadline.
- Providing the relevant process reports and queue allocation on a daily basis.
- Ensuring that invoices are processed within the guidelines
- Ensuring adherence to Company Policies and Procedures.
- Handling/Managing the entire shift with 45 team members for SourceNet accounts payable.
- Tracking record of trend analysis, MIS, Quality snapshot for processor error rate (onshore and Pune team), Daily update BOD/EOD snapshot and inventory reports for individual online production summary.
- Communicating with onshore for process updates and handling WebEx session on weekly basis.
- Maintain good audit compliance & controls
- Comfortable with working in shifts.
- Flexible to work in rotational shifts.
- Flexible to work overtime as required.

<b>ACCOUNTS PAYABLE ANALYST   BNY Mellon India Pvt Ltd. Magarpatta, Hadapsar, Pune. – July 2006 to May 2013</b>
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- Analyst of whole Shift, handled 24 client accounts within the one shift, daily organize thousands of invoices and making reports according to projects for accounts payable. Processed invoice information and released invoices via Distiller, Catalyst and SAP accounting software. Maintaining sub accounts reports and verifying status of submitted or released invoices. Administrating purchase order invoices and tracked books via Excel. Instructing and provide training to other accounts payable associates. Perform as solving queries, daily entries, online queries mail to onshore and report analyzing. Resolving invoice issues in collaboration with supervisors/managers.

**Professional Certified:**

- Academia: POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT – MIT, PUNE.
- Certified NIIT diploma course in IT • Intuit Quality Analyze • VB 6.0 • MS Excel • MS PowerPoint • MS Word.

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