

AIM & OBJECTIVE

Utilize and gain more knowledge and experience in the field of finance and respectively the growth of my career by performing the key responsibilities in this domain.

PROFESSIONAL SUMMARY

- Result-oriented professional offering over 9 years of experience in Purchase to Pay Domain and process migrations.
- An analytical team player possessing excellent communication, leadership qualities, team building skills with strong analytical and problem-solving skills and zeal for achieving organizational goals.
- Currently working with Capita India Pvt. Ltd. As a Team Manager, ability to drive collective efforts in a team in an efficient manner and achieve the desired results.
- Proficient in handling a team and guiding them effectively to achieve promotional targets.

WORK EXPERIENCE

TCS India Pvt Ltd : Assistant Manager

Area of Operation: Accounts Payable

Duration: 18th Oct 2023 till today

Responsibility:

- Assisting project management team for new project relating insurance payment domain.
- Help management to standardize and calibrate the sub processes for new project.

Capita India Pvt Ltd: Team Manager

Area of Operation: Accounts Payable

Duration: 7th June 2022 to 22nd Sept 2023

Responsibility:

- Managing banking and payments team for insurance domain
- Managing payment processing team of 9 people; for CLIENT ACCOUNTING
- SLA and KPI Reporting
- Cross Skill Matrix preparation
- Preparing Quality Dashboard and error mitigation plan.
- Conducting Quality circles
- Creating and implementing quality frameworks to improve the transactional accuracy
- Approving and auditing the payment batches
- Managing daily pay in and pay-out activities.
- Publishing the health and compliance packs to client.
- Preparing and presenting the Monthly Dashboards and Business Review Packs with stakeholders
- Performance management.

Johnson Controls Inc: Assistant Manager (AP Coordinators Team) Area of

Operation: Accounts Payable

Duration: 17th Dec 2019 to 5th June 2022

Responsibility:

- Managing the AP Coordinators Team 6 people for 11 Entities
- Handling the monthly close processes, which includes closing of AP Modules and Payment Modules.
- Monitoring Invoice processing Queue on Maple, Basware, BAAN, ISCALA and NAF, also Monitoring Helpdesk Queue for IP HD.

PERSONAL DETAILS

Janvadi, Janata Vasahat, near
Navnath Society, Gokhale Nagar
Pune 411016

Contact no- 9850183382

Email-

Prakash.gawali1990@gmail.com

Pratham.storyteller@gmail.com

PROFESSIONAL SKILLS

Skill Set:

Domain Expert in P2P, Certified Trainer.

Well-versed with Transition and process Migrations.

ERPs:

Oracle 11i /Oracle 12/JDE

SAP/HANA

BAAN/ROSS/ABACUS/R

UMBA/COMPASS

LANGUAGES

English

Reading, writing, speaking.

Marathi

Reading, writing, speaking.

Hindi

Reading, writing, speaking.

AWARDS

- Monthly and Quarterly Awards
- League of the Champion Awards
- Various acclamations from Clients

- Manual payment uploads for intercompany Cash pooling account (BMG) & Identified as UAT and Automation tester for Payment interface tool (trax)
- Assisted Implementation Team for adding new banks for Canada region and Carried testing's for the same.
- Running projects for streamlining the current process
- Ensuring the daily production SLA and Tats are met
- Preparing decks dashboards for monthly calls
- Direct debit reconciliations for AP Clearing account
- Escheatment process data preparation
- Access management/Training management for the new joiners
- SOP and process documentation creation
- Utility and rent/telecom and upload reconciliation
- Supporting HelpDesk Team all queries and escalation related to Payments
- Working as a spoc third party payment partner (Primerevenue)

Symantec Corporation - Accounts Payable Specialist Area of Operation: Accounts Payable

Duration: 26th July 2017 to 6th Dec 2019

Responsibility:

- Trainer for invoice processing
- Invoice processing
- Direct debit reconciliations
- Invoice auditing
- Preparing RCA, VSM and providing solutions on error mitigation
- Initiating team meets Month Preparing agendas and MOMs for the same & Publishing financial and non financial Error reports
- Prepare pipeline report (inflow, outflow and residual) and share it to key stakeholders
- Month end close and account reconciliations
- Assist internal employees and vendors in resolving queries for invoice, PO and payments
- Vendor Queries handling
- Documenting process updates
- Initiate weekly calls for FLEET and DD open items on GL part
- Provide monthly productivity counts for manager

WNS – Sr. Associate

Area of Operation: Accounts Payable

Duration: 31st July 2014 to 25 July 2017

Responsibility:

- SME for entire evening shift for EMEA and Americas region
- Scan, review and index invoice images
- Process PO and Non PO invoices
- Work on aged invoices and take corrective actions to resolve them within vendor's payment terms
- Reconcile vendor accounts
- Assist internal employees and vendors in resolving queries for invoice, PO and payments
- Close monthly accounting periods with AP to GL reconciliations and accruals Highlight any variances to client for resolution
- Work with cash management team for clearing payment entries
- Work with GL for accruals JEs
- Update Process Manuals for any change in process
- Review requisitions and create Standard and Blanket Purchase orders
- Train and review POs created by new joiners
- Amend POs as per request received from AP team to match the invoices
- Provide Monthly productivity counts for manager

ACHIEVEMENTS

- Successfully transitioned and migrated Invoice Processing function from Oracle 11i to Oracle R12
- Successfully completed User Acceptance Testing for Oracle R12 iProcurement Module
- Successfully completed User Acceptance Testing for Oracle R12 for Invoice→ processing and month end close(AP module)
- Appreciation and kudos from Clients
- Learnt process from Vendor Management till Payments Handled AP process for Enterprise ERPs for Acquisitions (Digicert/Bluecoat) Helped Team achieving accuracy by implementing effective RCA's

EDUCATION

SSC

Year- 2006

Institute- LaxmanRao Apte Prashala

HSC

Year- 2008 **Institute-**

Symbiosis college of Arts and commerce

BACHELOR OF COMMERCE

Year- 2011 **Institute-**

Symbiosis college of Arts and commerce