

## VAIBHAV RATNAKAR AUSEKAR

E-mail ID: [vaibhav3120@gmail.com](mailto:vaibhav3120@gmail.com)

Contact no.: 9860916626 / 8788833647

Looking for a good opportunity in Finance function which will add on to my learning's and benefits the Organization



### SUMMARY

- ❖ I have 8.5 years of experience and currently working with “Danaher-Sciex India Pvt Ltd” as an Advanced Accounts Payable Specialist with responsibilities to make vendor payments on time, team handling, process automation in Oracle and Esker, working on process improvement ideas with Excel VBA automation macros, Invoice processing for whole EMEAI region.
- ❖ Worked with “Vodafone India Services Pvt Ltd” as an Assistant Manager (Senior Analyst) for 3 years in the role of AP/AR/DC, dealing with clients (German & Australian), attend client call to understand requirement, preparation of KPI, Dashboard, Report as per client requirement, Cash forecasting, Minimize manual work by automation in SAP, QC expert, Process Documentation.
- ❖ Worked with “Metro Global Business Services Pvt. Ltd.” for 4.4 years as a Senior Analyst with responsibilities like Invoice processing, Handle Supplier Claims, GL Accounts, client (Germany) call for Process improvement Ideas, SAP FI, Report Generation, handle Goods Receipt Team.
- ❖ M.B.A. in Finance from Sinhgad Institutes’ SKNCOE (DOMS), Pune with exposure to various aspects of business after graduation in B.COM from Shri. Rajarshi Shahu Mahavidyalaya, Latur.
- ❖ Good communication, interpersonal skill and proficient in grasping new things, with good knowledge of finance function , SAP Tool , Oracle, Excel VBA for Process automation.

### WORK EXPERIENCE

#### **Danaher - Sciex India Pvt. Ltd (February 2023 - Present)**

Designation: Advanced Accounts Payable Specialist

Responsibilities:

- ❖ Manage end to end invoice processing and processing of invoices for EMEAI region.
- ❖ Supervising processing of PO, NON PO and Intercompany invoices for EMEA entities.
- ❖ Month end close activities including accruals, provision Opex/Capex review.
- ❖ Managing AP team consist of procurement-payment and support other functional teams as per requirement.
- ❖ Budgeting & forecasting, expenditure review and reporting.
- ❖ Managing weekly payment run and ensuring timely payment of all due invoices without any issue.
- ❖ GRNI, direct debit, cross charge, and pre-paid processes.
- ❖ Vendor payments, Payment reconciliation and GL reconciliation.
- ❖ Validation of Vendor contracts and pay term.
- ❖ Deal with international clients and vendors. Maintain vendors update tracker.
- ❖ Vendor Creation in Vendor master and update daily.
- ❖ SMEs – Vendor Creation & payment.
- ❖ Process improvement ideas and ensuring compliance with internal controls, procedures and policy and with a US GAAP regime.

- ❖ Queries resolution – Invoice & Process related queries.
- ❖ Daily client interaction to know requirements.
- ❖ Prepare process documentation
- ❖ Ensure KPI is met on monthly as well as yearly basis.
- ❖ Oracle/SAP automation and new ERP Esker implementation.
- ❖ Vendor claims & adhoc activities.

### **Vodafone India Services Pvt. Ltd (December 2019 – February 2023)**

Designation: Assistant Manager

Responsibilities:

- ❖ End to end invoice processing- P2P & A2R
- ❖ Process automation in SAP, Work on SAP FICO module
- ❖ Payment to vendors & dealers, AR recovery Plan
- ❖ Dealing with clients (German & Australian): Query, Process update
- ❖ Team handling-Responsible for AP/AR/GL/Dealer commission calculations
- ❖ Process documentation, Maintain vendors/dealers update tracker
- ❖ Payment reports & queries, monthly KPI & presentation preparation to share with clients
- ❖ Daily/Monthly dashboard, Cash forecasting, proposal of Accruals
- ❖ Reports as per client requirement, perform adhoc activities
- ❖ Process improvement ideas like Auto invoice processing, upload multiple invoices for payment.
- ❖ Highlight duplicate Payment in reconciliation, daily report automation.
- ❖ Claims investigation

### **Metro Global Business Services Pvt.Ltd (August 2015 - December 2019)**

Designation: Senior Analyst

Responsibilities:

- ❖ Accounts payable – P2p (Recording to Vendor Payment)
- ❖ Accounts receivable
- ❖ Claims handling – Answerable to Suppliers
- ❖ Vendor management – Payment timelines and arrange client call for process improvement
- ❖ End to end Invoice process, Invoice receiving (paper and electronic handling)
- ❖ Posting , preparation and transfer to SAP FICO
- ❖ Generate defined standard reports and process ad hoc requests as required by the team lead
- ❖ Payment processing, Period end processing and reporting
- ❖ Process expert (Invoice control & Claims) , understanding of GL accounts
- ❖ Process Documentation, Process Trainer , Process improvement ideas (Eureka)
- ❖ Preparation of Key Performance Indicator (KPI) – Monthly Basis

### **ACADEMIC HIGHLIGHTS**

- ❖ Leader of CSR activity in college.
- ❖ Won cricket event at PIBM College in the event GLORY 2014 as player of college cricket team.
- ❖ Treasurer of finance club in Sinhgad student council.

## EDUCATION

- ❖ M.B.A. from Sinhgad Institutes' Smt. Kashibai Navale College of Engineering (department of management studies), Pune in 2015 with 73.73%.
- ❖ B.COM from Shri. Rajarshi Shahu Mahavidyalaya, Latur in 2013 with 80.33%
- ❖ H.S.C. from Dayanand Commerce College, Latur with 69.83%.
- ❖ S.S.C. from Shri. Deshikendra Vidyalaya, Latur with 66.0%.

## TECHNICAL SKILLS

- ❖ Well versed with MS Office (word, excel & PowerPoint) and internet applications.
- ❖ Good knowledge of DTP, Tally
- ❖ SAP FICO certification
- ❖ ESKER – New ERP system for invoice processing.
- ❖ Excel VBA automation/Macros

## PERSONAL DETAILS

- ❖ Date Of Birth: 17<sup>th</sup> June 1993
- ❖ Address: "Mangal Bhairav", B8-704, Nanded City, Sinhgad Road, Pune - 411041.
- ❖ Languages Known: English, Hindi, Marathi

## ACHIEVEMENTS

- ❖ "STAR PERFORMER" Award - December 2021 at Vodafone for quick learning and execute process improvement ideas to reduce manual work by automation.
- ❖ "SERVINIONS" Award - August 2018, as a key resource and process expert in the team at Metro services.
- ❖ "STARZEN" Award – March 2017, as the star performer in the Team at Metro Services.
- ❖ 'Client Appreciation' for providing services and getting work done on time.
- ❖ Received a 'Recommendation Letter' from HOD - Volkswagen Motorsport for meeting their expectations of work in short period of time.