

CURRICULUM VIATE

Name: Gauri Dattatray Kulkarni
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Objective

I want to take challenging assignments and solve them with the combination of hard work, dedication, managerial skill and discipline.

Strengths

- Flexibility of Working.
- Ability to learn new concept quickly.
- Can work without panicking in hard time.
- Communication and coordination.
- Sense of responsibility, team spirit and leadership abilities.
- Confident and determinant.
- Perfect team player to learn from others.

Personal skills & achievements

- Strong analytical & logical skills, willingness to learn and self-motivated.
- Giving training.
- Provided one process improvement idea in Accenture for change of payment term which helps for capital saving.
- Idea awarded by management.
- Provided three process improvement idea in current organization, which got successfully uploaded.
- Awarded for best performer.
- Comprehensive problem-solving abilities.
- Giving the presentation.
- Participated in RNR dance performance.

Academic Qualification

| Board / University | Institution | Course | Grade | Year of Passing |
|-------------------------|---------------------|---------------------------|---------------------|-----------------|
| Pune University | Ahmednagar College | Master of Commerce Year | Higher second class | 2012 |
| | | (Special Costing Subject) | | |
| Pune University | Ahmednagar College | Bachelor of Commerce | First class | 2010 |
| | | (Special Costing Subject) | | |
| Maharashtra State Board | Residential College | H. S. C. | First class | 2007 |
| Maharashtra State Board | B F H S School | S. S. C. | First class | 2005 |

Computer Knowledge

- MSCIT [Maharashtra State Certification in Information Technology] Certification from MSBTE [Maharashtra State Board of Technical Education].
- Knowledge of handling MS Office (Word, Excel, Power point).
- Typing English 30
- Tally 7.2 in year 2007.

Languages Known

- English
- Hindi
- Marathi

Experience

Company: AXA Business Services Pvt Ltd.

Designation: Customer Service Executive Associate.

Duration: From 17 November 2010 till 9th September 2012.

Total experience with AXA Business Services is 1 Year and 8 Months.

Work profile

- Servicing of corporate pension policies in UK which include updating the data base with correct client details, calculating retirement benefits.
- My role also include transferring of pension policies to the other pension providers in UK.
- Coordination with our UK counterpart through emails or calls whenever required to get the queries resolved.
- My key process Indicators are to meet the production & utilization targets maintain the quality of work which I have exceeded throughout my tenure in this role.

Work Experience: -

Company: Accenture

Designation: Transaction processing Associate.

Duration: From 21st January 2013 to 19th October 2018.

Process details: Accounts payable German/US process

Total experience within Accenture is 5 Year and 10 Months.

Within total service I was part of below teams.

- Ariba Management team specially for PO approval
- Quality Management team
- Invoice processing Team
- Vendor Management Team

Vendor management Team

Vendor management US Team

- In Supplier Creation Request validation of the request and its implementation into SAP.
- Was responsible for updating of banking details of the supplier which includes verification of the details which helps in correct payment.
- Supplier creation includes Accenture regular suppliers
- Responsible for other changes made in SAP regarding the vendor details like address, tax id, Payment terms and Purchase Order details.
- Apart from creation and updating of vendor details, I used to prepared Daily Vendor change Report which helps the management to know exact number of valid vendor in SAP and change report.

Job Profile – Invoice processing team

Invoice processing Team profile-

Client responsibilities – RTP North America (US and Canada)

- Handled Accounting and Invoice processing functions for the PO and NON – PO Invoices.
- Handled the Invoice Processing functions related to Foreign Suppliers i.e. other than US.
- Handled Advance/ deposit Payment related requests within the timelines.

Job Profile –Ariba Team

- I was part of Ariba Approvals & quality team.
- I used to pull report from Ariba tool, run micro & work allocation within Ariba team.
- Used to prepared monthly report of ageing pipelines at end of month and R block report.
- Used to handle end to end process of Ariba approval exceptions, solving queries.
- Follow up for approvals of invoices on daily basis via e-mails.
- Call for solving queries & take appropriate action.
- Processing invoices for different countries.
- Handled Siebel queries.
- Provided training to team member.

Job Profile – Quality team

- Used to pull report from SAP, done formatting, checking in scope & out scope.
- Run micro & work allocation within team.
- I was doing quality check for all company code (23 company code) processed invoices.
- Report Handled – Error report, Error Reconciliation Report, Q block report.
- Monthly Quality report, Monthly error report.

- In quality team used to with all team lead activity – Work allocation, team management, all report handling, PPT preparation and presentation, analysis of quality report, conduct training to reduce error.

Current Work Experience: -

Company: Maersk Global Service

Designation: Senior Analyst, FNA.

Process details: Accounts payable CC & AP Africa Team

Duration: From 29th April 2019 to 16th July 2021.

- I was part of cost control and PO creation for Inland team.
 - I had ownership for six African countries as below where were having Inland business for Trucking.
 - Tanzania
 - Rwanda
 - Burundi
 - Ethiopia
 - DJIBOUTI
 - Sudan
- I was handling end to end process as below.
- 100% compliance followed for PO creation and GR creation for above all six countries as per service completion. PO creation done on all validation process. Like contract review, location rate checking, approval and then PO was created.
- For PO creation was checking revenue part also, after matching cost and revenue was creating PO.
- I was doing PO creation for additional cost also, where I followed approval process.
- I was doing invoice posting whenever invoices was having some cost dispute and more intervention needed from cost prospective.
- I was always validating invoice cost, QTY and invoice description for that Unit Cost file validation done on regular basis.
- For additional cost proper validation done for all cases – internal system GCSS - recovery checking, country supporting document, procurement approval. Then additional cost booked.
- while creating PO, contract checking, GCSS recovery, location rate matching and additional cost approval email.
- If banking details not matching, as per invoice always send email to Vendor management team to cross check.
- If internal system RKEM mismatched never create PO, for EMR i was always take approval for each case.
- I was doing NOPS month end activity for all above six countries
- I was responsible for all cost should be booked, whatever missing cost or shipment taking accruals for that cost
- I was always concentrating on NOPS accuracy to maintain percentage. For which escalate issue with country, contact person for late submission cost booking details.
- Taking accrual for all cost which need to book within month.
- Taking accrual for last movement email cost.
- Checking Revenue report while month end to avoid missing cost.
- I was doing GRIR on regular basis, clear all open POs after reconciliation and analysis.

Achievement process improvement

- POT met for most of the invoices.
- I always try to make invoices posted via full STP (Automatically)
Successfully managed STP cases for **Ethiopia** for which I got appreciation email from Management.
- I cleared positively audit call for additional cost invoice cases.

Cost Saving -

Cost saving for Ethiopia 5,61,250.75 USD

Also, for Tanzania 6000K cost saved

Duplicate invoices highlighted and saved cost.

- **Process Improvement** – As per maximum shipment actual Place of Delivery, I had taken approval from country to create all PO with maximum POD location, which was approved and awarded.
- Which help process to avoid additional steps for Djibouti country and directly provided PO number.
- **Benefit to process** – Time saving, avoid all manual amendment, helped for POT for invoices.

Current Work Experience: -

Company: Johnson Controls, Inc

Designation: Senior Executive PTP BT&S North America.

Process details: PTP BT&S North America, Tyco Integrated Security

Duration: From 17th March 2022 to till date.

- I will complete 12 months in the Johnson Control.
- Currently I am handling reconciliation part for North America & Canada EDI Vendor.
- I am doing end to end reconciliation part for more than 20 EDI vendor, I am solving their queries and providing them solution, also analysis of invoices with PO. For stuck invoices I am providing solution to team and get it process pending invoice.
- I learned paid report, unpaid report.
- I have provided two process improvement idea, which is under discussion with management.
- I am handling email response for internal & external on priority basis, I am taking regulars follow up for pending, queried email with vendor, also with procurement county person.
- I always take weekly call with critical vendor to resolve all queries from JCI also to resolve pending invoices & cancelled Invoices issue.
- I am always focus on vendor query, try to respond quickly to avoid any escalation.
- I am handling most critical vendor. I always focus on vendor payment.
- In critical situation I successfully convinced vendor not to put our account on hold when vendor send us hold notice. For urgent invoices raising eGPR and taking proper follow up for out of cycle payment.

Personal Information

- **Name:** Gauri Dattatray Kulkarni
- **Date of Birth:** 7th April 1990
- **Nationality:** Indian
- **Marital Status:** Married
- **Hobbies:** Listening to music, cycling, drawing, dancing.
- **Address:** Bhagirathi Niwas, Sr No 154A, Opposite Sawant petrol pump, Tigre Nagar Road
Vishrantwadi Pune 411015

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Place: Pune

Date : 01/03/2023

Gauri Kulkarni