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To Work in a dynamic environment that provides me a wide spectrum of experience and exposure to bring a versatile portfolio of skill
At work places serve the organization with positive attitude and efficiency.

// PROFESSIONAL SNAPSHOT

- Masters with 9 yrs. 9 month of experience in F&A Domain – Accounts Payable, Invoice creation, Vendor Data management, Vendor reconciliation, Payment Processing P2P, Billing, Payment Cash Application, Data Management. MIS reports.
- Handling EMEA, APAC, USA region client & Pharms, BFSI, Utility, Investment banking project's acquired knowledge and process improvement successful settle.
- Currently working Team leads Accounts Payable, Vendor management, P2P Payment daily operations & handling 9 to 10 People team. Acquired knowledge and understanding of Account Payable Process & Vendor management process Payment batch creation & audit daily auditing Invoice processing, Payment Process & supplier setup.
- Reports to leadership with frequency.
- Successfully completed in Genpact BFSI & Pharms Accounts payable & International Payment and vendor master management process migration offline transaction 2016 & 2017
- Successfully completed WNS global services Utility Process and business Oracle applications & People soft management trainings and understood the process flow and streamlining the working procedures,- 2019 -22
- Successful completed in HCL Teach Income China Migration process-2022
- Capabilities in streamlining the working procedures, Quick turnaround time for solving complex Client queries within a mention SLA.
- Created SOP's for transitioning the process at offshore location for the assigned Business Unit

Accounts Payable → Invoice Processing | Invoice verification | Master Data Management | Invoice Audit | Month end close activity | Query handling | Invoice aging reports | MIS Reports

Vendor data Management → New vendor creating | Old vendor data Maintain | Remit to address update | Tax 1099 | ACH, WIRE Banking details update | Contact and Email | Vendor cleanup | Vendor Reconciliation

Payment Posting → Payment file Run | Payment batch file Audit | Payment Posting | Data Analysis | Learning and training

Exposure ERP: → Oracle R12, PeopleSoft management, Ariba, SAP, Concur, Coupa, Credit Advisor (D&B). Maximo, E Horizon, IMT portal, TLM, MCH, Black line.

Skill & work: → Contributes day to day operations, reports to leadership with frequency AP aging reports analysis & payment forecasting, Process implementation, Strong client relations & Management. Potential duplicate audit Month-end closing procedures, Process Transitions, Business development expertise, Leadership and Team Work Collaboration & Team Work, month end close activity, Working PMO Team in New Projects

// Work Experience

Organization Name: HCL Technologies. May -2022- March 2024 City: Mumbai & Pune
Designation: Team Lead in Accounts Payable, Procure to Pay, Vendor Master Management. Payment Reconciliation

Key Result Areas:

- As work as Team lead handling EMEA 9-10 people Accounts payable, vendor management & Procure to pay operations. daily interaction with client understands the daily process activity timely run all payment Part Payment reconciliation
- Conduct daily team huddles/meeting for process discussion & responsible for assigning work reports/allocation to team daily basis
- Responsible for desk preparation for weekly/monthly calls & preparing and analyzing daily and monthly reports for service delivery
- Automated accounts payable processes, resulting in an X% reduction in processing time.
- Assisted with month-end closing activities and provided support to the Fund Accounting team with external and internal stakeholders
- Updating vendor on rejected invoice and follow up for revised copies to clear payment.
- Interaction with team and updated work allocation file on timely base send email core team and client for review again.
- Interactions with client understand Monthly payment activities.
- Lead the training and design/document new or updated process flows moving to SAP, including uploading and maintaining all new master data requirements
- There are various Scenarios/ Cases that we investigate on a daily basis and aim to clear the outstanding transaction, so that client Will happy and not disadvantage.
- Weekly 1:1 with team members, conduct month team meeting to update team progress /issues/feedback from client side.
- Daily updated work allocation trackers and monitoring team activities send to client.
- Conduct periodic reviews and audits to identify opportunities for cost savings and process improvements
- To discuss workflow targets with individuals and provide relevant feedback to manger
- Vendor on boarding off activities boarding activates & completed all task regions wise on time
- Configuration of Vendor and Customer Master Data, business transactions, tolerance parameters, payment terms, Credit Management and Dunning Process.
- Prepare reconciliations to source documents of accounting data entered into the system.
- Ability to guide and mentor the new team members on domain knowledge.
- Ensure to error free/accurate transactions processed following a 4 eye check.
- The give process improvement Ideas to streamline the process. Also performance review conducted on weekly basis for new entrants
- Assisting/trouble shooting team members with their BAU issues.
- Coordinate with client and counterparty for resolution of any discrepancy in payment /swap settlement process
- Executes and supports maintenance activities to vendor master data as approved by business review process including requests to create, change, extend, block/unblock, activate/deactivate, or otherwise modify master data and execute mass maintenance requests as directed

Organization Name: WNS Global Services March 2019 to May 26 2022 City: Mumbai & Pune
Designation: Team Lead AP Vendor Master Maintenance Management & International Payment, BFSI

Key Result Areas: Vendor Master Management and Payments Posting & Reconciliation

- As Team lead as daily handling USA operations & 8 to 10 people procurement and vendor master management team and Payment team.
- Support for 1099 US taxation activity for US Vendor.
- Knowledge of Payment process ACH, WIRE, SEPA, WIRE FFC, WIRE Intermediary.
- Create Payment Batch payment file audit daily more than invoice \$ 10000 High volume audit.
- I worked closely with cross-functional teams and Stakeholders to analyze business processes and identify opportunities for improvement
- Handled and managed team of AP Invoice Processing for NA & Germany Region in absence of Leader as an IC role
- Processing of general travel and expenses claims of employees as per policy and guidelines
- Keeping records of all vendor like vendor details, banking and payment details
- Updating vendor on rejected invoice and follow up for revised copies to clear payment
- Timely meeting with vendor to understand the requirement for easy processing of payment and reconciliation of outstanding payment
- Setting priority for processing Vendor master data and updating daily workload reports.
- Train new employees in the Payments & Vendor management department
- Block invoices for payment as required by the Head of PTP & Expenses and existing policies
- Creating reports for and monitoring pending vendor for invoice under quires/resolution
- Coordinated with vendors regarding remittance details and payment issues & arranging document from vendor side for forex payment
- Prepared SOP's of the entire procedure and sent to client for the approval and achieved in the same.
- Ensure to error free/accurate payment transactions processed following a 4 eye check.
- Weekly call with client side and clear payment related issue.
- Resolve all vendor queries and requests coming via e-mails / Tickets within the agreed SLA
- Conducted research and internal review of accounts payable-related issues; resolved vendor disputes with minimum escalation to management.
- Maintain a tracker daily basic of the exceptions and ensure Invoices / queries are balanced taking based on the exception tracker.
- Follow up with requisitions (via calls/ emails or tickets) to solve hold invoice as per the AP guideline
- Weekly and monthly work on vendor cleanup activity clear all pending vendor payment and other quires.
- Validated vendor statements and inquiries, investigated discrepancies, communicates with vendors and internal personnel to find invoices
- Attending internal conference call for process set up and smooth's the work flow.

March 2016 April 2018 Genpact India Pvt Ltd. Noida as Process Developer SME Accounts payable & VDM Payment

Key Result Areas: Accounts Payable Vendor Management, P2P, Payment Setup and Audit and Processing

- Working APAC & EMEA Accounts Payable team (FI-AP) master data uploading and maintaining the prerequisites such as creation of account groups, number ranges and Payment configuration etc.
- Daily conducted research and internal review reports of accounts payable-related issues; resolved vendor disputes with minimum escalation to management.
- Handled check maintenance, which included payment voids, cancellations, invoice adjustments, and outstanding checks; maintained master file.
- Creating MIS reports for and monitoring pending invoice under quires/resolution.
- Processing high number of invoices with high accuracy (upto 250-300 invoices per day)
- Matched General and Blanket PO in Oracle while invoice processin
- Maintain and create vendors in Oracle and update vendor master data file in drive
- Identified opportunities and risks in the accounts payable process, with a view to improving standard operating procedures
- Multi-currency invoice processing, 3/2 way matching of invoices to open purchase
- Perform invoicing & manual Po creation. Posting of vendor invoices
- Performs payment application and on account.
- Follow-up and resolve payment issues/queries, stopping payments where appropriate
- Closing down inactive vendor and employee accounts.
- Preparing reports of the activities of accounts payable on a weekly basis
- Monitoring Interface Management (IMD) process to ensure errors are resolved with 48 hours TAT
- Accounts Payable & Payment Process: Invoice processing & verification of invoices, managing rejection of invoices
- Payment disbursement create payment proposal audit for potential duplicates initials payments
- Recommend changes in Payments & Expenses processes
- Resolve blocked payment issues with accounts payable
- Runs Seek approvals final payment run final payment run upload of payment file to bank site also stop duplicates payments.
- Vendor statement reconciliation review requisition purchase order processing.
- Setting priority for processing invoices and updating daily workload reports.
- Prepared SOP's of the entire procedure and sent to client for the approval and achieved in the same.

Dec 2014 to Feb 2016 Mahagaonkar & Company Financial Accountant & Auditor City: Pune & Mumbai

Key Result Areas:

- As Financial Accounting Small Industry & Auditing Accounting Business transaction check
- Processing Invoices with various way matches i.e. 2-way, 3 way and 4 way
- Manual Check Processing: Handwritten checks, check reversals are posted to the Account Payable department
- Quality checking of Processed Invoices entered by juniors
- Record check in accounting Pried Analysis Balance sheet & Bank.
- Bank Reconciliation Statement
- Preparation of Journal Voucher & handling customer queries

- Handling audit query & preparing the reply for audit with consultations with seniors – Internal & statutory
- Follow-up with debtors for monthly payment recovery
- Maintain Daily Account Books for different parties Meeting with clients and solving queries

1 Oct 2012 to 30 Sep 2013 Nipunge & Company Financial Accountant & Auditor City : Pune & Thane

Key Result Areas:

- Auditors often focus on the Existence Approved
- Invoices. Expense Report, other supporting Documentation Support cheques, Presence of a confirmation or statement form.
- Check in supplier is reasonable proof. Accounts Payable & Receivable
- Preparing Bank reconciliation statement
- Group Associates Reconciliation of Ledger Accounts.
- Do accounting & auditing on weekly / monthly / Annually (Internal and External) basis for parties and preparing Audit Report.

April 2012 to 30 Sep 2012 K.B. Kabra & Company Financial Accountant & Auditor

Key Result Areas:

- Working with us Audit Assistant.
- Writing of Accounts Daily Vouchers, check account entry
- Preparing Bank Reconciliation Statement
- Visiting and handling customer query.
- Handling Audit query & Preparing the Reply for Audit with consultations with seniors – Internal & Statutory

Computer Skill

- MS Excel, PowerPoint, Microsoft Visio MS office, Citrix and other network Applications

PERSONAL ACHIEVEMENTS

- I have received the awards like Titan of the Month, Smart value award and Best Performance of Year award.
- Prepared and updated SOP's, many processing and reviewing macro's to avoid errors and to save the time like payment creation process, Short term trades checking etc. and same macros has been send for clients for approval and got the achievements in it.
- Applications handled like MS Office, Fusion, Oracle cloud. SAP, People Soft.
- Best Appreciation received to client side for hard work & best performance.
- Extra miler award for consistently achieving targets
- Best award received best performance to client by WNS League of Champion of the year 2019 & 2020

Education Credential

Degree	University	Results
• MBA Finance Full time	• Pune University (P.V.G Collage of Eng. & Magt.)	• Second Class
• B.com Operation & management	• N.M.J. Collage Commerce & Magt.	• Second Class
• Diploma in Capital Market & Mutual Fund	• CCA & Soft-Aid Computers	• A+
• Diploma in Micro Soft Excel 2010	• CCA & Soft-Aid Computers	• A+
• Diploma in Financial Accounting	• Bangalore Inst. & Soft-Aid	• B++

Inventory Management System

- **Organization:** Raymond Ltd. **Duration** : 3 Month **Team member:** 6
- **Objective:** To know and Analysis the Management Techniques used in Managing Inventory
- To Study the Inventory Management of the concern so to analysis and interpret the Inventory position of the enterprise
- To Study of Inventory Management and minimization of inventory carrying cost thereby the profit of the organization

Personal Information	
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• Marital Status	• Unmarried.
• Hobbies & Books	• Redding Books, Play Cricket, Chess Listen Music & Songs. Travelling ,cooking