



KUNAL SHIVAJI HINGADE

Procure to Pay Specialist (7.6 years)

ABOUT ME

I am enthusiastic about securing a position in a professional, work-driven environment where my dedication to excellence can thrive. With a robust background spanning several years in Accounts Payable, I am eager to apply my extensive knowledge and skills to contribute meaningfully to the organization. By aligning my professional journey with the organization's goals, I aim to be an asset, actively participating in the collective success of the team and THE COMPANY AS A WHOLE.

CONTACTS

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PROFILE

- TRUGlobal, Pune (September 2023 – March 2024): Worked in P2P, focusing on resolving rejected invoices and handling assets, vendor, PO, GRN, and SRN creation.
- Worked with Wipro, Pune in P2P (Vendor debit balance-SAP S4 HANA, INFINIUM, ASSETS SUITE) team from - November 2022 to September 2023.
- Worked with WNS, Pune in P2P (Vendor queries, Reconciliation, Vendor account clearing-SAP, Oracle, JIRA and Banking gateway) team from - June 2021 to October 2022.
- Worked with Infosys BPM LTD, Pune in P2P (Invoice processing-SAP) team from July 2016 to June 2021

COMPETENCIES AND PROVEN TRACK RECORDS

- Invoice processing (PO & Non-PO, One time vendor, Manual Posting)
- Asset creation, Vendor creation, PO creation (GRN and SRN)
- Vendor debit balance
- Travel & Expense (T&E)
- Worked on these T codes F-47, F-51, F-53, FBRA, MR8M, F-44.
- Reports (Accrual, Daily Allocation Report, Parked and awaiting approval, SRM follow up, Consolidate the production data)
- Vendor queries and vendor account clearing and reconciliation.
- Bank Reconciliation
- SAP, SAP S4 HANA, Oracle, INFINIUM, ASSETS SUITE, Bank platform, MS-Office, MS-Excel, MS-Power Point, MS Outlook.
- Handling queries via email
- Managing weekly and daily dashboard of the entire team
- SOP preparation and updating it on regular interval of time.
- Discussion of errors in daily team huddle
- Updating the Learning log if any new update received or if there is any process change

SKILLSET

- Accounts Payable
- Team Handling and Management
- Excel Automation using macros.
- PO, GRN, SRN creation
- Asset creation
- Contract creation.
- Vendor creation
- Vendor reconciliation
- Bank reconciliation.
- Month end closing

TECHNICAL SKILLS

- AP, SAP 4 HANA
- SAP Ariba
- SAP ERP
- ORACLE
- INFINIUM
- ASSETS SUITE
- Service now.
- JIRA
- MX excel, MS office.

AWARDS AND CHIEVEMENTS

- Got an Extra Miler award for performing multiple activities with 100% accuracy.
- Awarded "Spot award" multiple times

PERSONAL DETAILS

- Address: Sainath Nagar, Thergaon, Pune-411033
- Date of birth: 19th April 1994
- Gender: Male

WORK EXPERIENCE

Senior Executive

TRUGLOBAL INDIA PVT. LTD.

SEPT 2023 – MARCH 2024

- Manage Accounts Payable process for Penumbra, focusing on correcting rejected invoices.
- Collaborate with the team to ensure maximum invoice corrections and approvals.
- Contract creation.
- Asset creation
- Vendor creation
- Purchase order, Goods receipt note, and Service receipt note creation.
- Maintain issue and action logs, sharing updates with the onshore team daily.
- Streamline Accounts Payable Mailbox for efficient handling of urgent emails.

Senior Officer

WIPRO

NOV 2022 - SEPT 2023

- Working with multiple ERP's (INFINIUM, ASSETS SUITE, SAP S4 HANA)
- Vendor debit balance, daily report extraction, consolidation.
- Identifying the reasons behind vendor debit balance along with to get connected with multiple stakeholders (Users for better understanding with regards to reversals entries)
- Vendors for Refunds
- Process refunds into ERP's

Reports

- Daily productivity report
- Allocation (Team members)
- Process reviews weekly basis (Client call)

Senior Associate

EDUCATION

B.com (March 2015) Savitribai Phule
Pune university
HSC (March 2012) Maharashtra Board
SSC (March 2010) Maharashtra Board

LANGUAGES

- English
- Hindi
- Marathi

WNS

JUNE 2021 - OCT 2022

- Processing tickets (Vendor queries) Payment related issues & Invoice posting in SAP by KR entries.
- Change the payment method and supplier details in SAP.
- Worked on cash application to provide payment details to supplier. {Citi Bank, WEX Bank, AMEX & Barclays Bank}
- Solving email queries via Outlook.
- VAT invoices recovery, clearing and reconciliation. Taking follow up from supplier for the invoices (Emails and calls).
- Prepaid daily productivity tracker of team members

Reports

- Allocation (Team Member)
- Production tracker (Consolidation)

Process specialist

INFOSYS BPM LTD

JULY 2016 - JUNE 2021

- Performed Quality Check for Invoices entered by team on the basis of agreed parameters.
- Processing of PO Invoices as well as complex non-PO. Worked on two/three way matching of PO's. (Invoice, PO & Invoice, PO, GR, IR).
- Invoice verification, simulation and posting.
- Handled AP Invoice Processing Team, with Daily Activities.
- Handled Escalations, provided resolution to team on queries.
- Travel & Expense (T&E).
- Email Queries, Handled Escalations, and provided resolution to team on invoice queries.
- Given ideas for process improvements

Reports

- Accrual
- Allocation (Team Member)
- Production tracker (Consolidation)
- SRM follow up report
- Parked and awaiting approval reports