

Manoranjan Neogi

Senior Analyst

Profile

Results-oriented Accounts Payable Senior Analyst with 7.7 years of experience with the ability to deliver results in a high-growth, dynamic, and fast-paced environment. Excellent attention to detail coupled with strong organizational skills. A proactive approach is evident in the extensive upgrade of control procedures and improved audit results. Proven ability to establish good working relationships with diverse vendors and service providers.

Employment History

Senior Analyst at Metro Global Solution Center, Pune

October 2016 — Present

Education

MBA, Ravenshaw University, Cuttack

2014 — 2016

BBA, Sambalpur University, Rourkela

2010 — 2013

Timeline & Major Achievements

- SEP 2016- Started Journey with METRO GSC as an Associate
- AUG 2017 - Promoted as an Analyst
- OCT 2020 - Promoted to a Senior Analyst
- DEC 2021 - Successfully transitioned process from MCC Moldova to GSC India.
- Achieved Client Award in 2020,2021 and 2022 for ensuring customer delight by prioritizing their service requests. Admired for exceptional knowledge & business acumen
- Achieved Lean Practitioner Award by introducing a lean methodology for Invoice completion tasks.
- Award for attitude for Quick Learner

Courses

Data Analyst Certification

Details

E1 402, Ivy Apartments, Ivy Estate, Wagholi, Pune
Pune, 412207
India
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Skills

Microsoft Excel
Analytical Skills
Communication Skills
SAP
Abbyy DCES

★ Core Responsibilities

Operations Management

- Monitoring overall process performance concerning the agreed SLAs
- Monitoring the aging buckets & collaborating with customers in resolving.
- Customer account reconciliation.
- Adhere to the established control mechanism.
- Liaising with the onshore team for outstanding queries of unprocessed invoices.
- We are ensuring ZERO compliance for any external Audits including ICF.
- Preparing Monthly Governance presentations before publishing.
- Establish and maintain Training plans for team members.
- Analyzing trends of suppliers, and communicating changes if required to build strong customer relationships.
- Monthly Reporting such as Bank reconciliation AR to GL, Flex Overdue report, Credit Sales, and Payment terms report.
- Resolve invoice discrepancies, process credit, and debit notes, manage vendor issues, maintain updated vendor files, and maintain the general ledger.

Transformation & Continuous Improvement

- Eliminate waste; provide suggestions for automating processes to facilitate efficiency.
- To identify projects for process improvement opportunities.
- Conducting skip meetings/focus group sessions. Process Design & Change Management. Problem-solving & root cause analysis.

★ Major Projects

Match Rate Improvement

- Better Match rate resulted in major FTE & financial savings.

Metro International Supplier

- Ensure all foreign invoices are paid on time and accurately.