



PIYUSH PANDEY

Accounts Payable Supervisor @ John Crane |
Accounts Payable Expert


PROFILE • ABOUT ME


As an Accounts Payable Supervisor at John Crane, a global leader in engineered sealing solutions, I oversee the invoice processing and payment functions for Japan and Middle East Asia regions. I have successfully migrated the accounts payable process from Japan and other countries, using SAP FICO and Microsoft Excel, and improved the efficiency and accuracy of the function. I also handle weekly and monthly client calls, communicate and explain the team's performance, and ensure compliance and customer satisfaction.


I have a Master of Business Administration in Finance from ICFAI Foundation for Higher Education, Hyderabad, and over four years of experience as a Team Leader at Coforge BPS. There, I developed skills in customer service, and leadership, and managed various sub-processes under accounts payable, such as purchase order, vendor setup, invoice processing, and contract management. I am motivated by the challenge of streamlining and optimizing the accounts payable function, and I value collaboration and learning from my team and stakeholders.


EDUCATION

Finance, Master of Business Administration, ICFAI National College ICFAI University Bhopal, Madhya Pradesh	Completed April 2007
Commerce, Bachelor of Commerce, Govt College of Arts and Commerce Barakathullah University Bhopal, Madhya Pradesh	Completed May 2002
Commerce, HSC (12th), St Joseph Coed School C.B.S.E Board Bhopal, Madhya Pradesh	Completed March 2002
SSC(10th), Indian School Muscat C.B.S.E Board Muscat, Muscat	Completed March 2000

 Pune, Maharashtra

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pandey-412183a1

TRAINING & CERTIFICATIONS

- Financial Modellig
IMPS Pro School, 2021
- SAP FICO
Henry Hevin, 2022

SKILLS

Team
Management
Invoice
Processing
Vendor
Payments
Query
Resolution
Process
Transition
Client
Management
PO
Processing.
Vendor
reconciliation

LANGUAGES

English

Hindi

Marathi

PERSONAL INFORMATION

Birthday

01/03/1983

Gender

Male

Marital Status

Married

Nationality

Indian

Address

Flat No. A-206, Hill view
apartment, Wadkar mala
Hadapsar
Pune - 411028
Maharashtra

WORK EXPERIENCE

Smiths Group

Accounts Payable Supervisor

Pune, Maharashtra

August 2023

- February 2024

I have extensive experience in the migration of accounts payable process (as-is documentation, knowledge transfer process, fit-gap analysis, shadowing and reverse shadowing).

I recently completed the migration of invoices processing from Japan, as well as Japan payment processing and other miscellaneous activities.

I am responsible for managing the entire life cycle of accounts payable in the Middle East Asia region (Dubai/Saudi Arabia/Egypt/Doha/Qatar/Oman/Kuwait). I also coordinate and help with the processing of Indian trade invoices in the region of India.

I prepare and process the payment of withholding taxes.

I also have a good understanding of invoice processing for APAC Region. Reconciling travel-related transactions and ensuring that accounting feeds into FMS are accurate and timely.

Being the first point of contact for problem resolution, and providing expertise on the Procure to Pay process.

Relaying information to the team effectively to avoid misunderstandings and ensure everyone is on the same page

Ensuring compliance with corporate policies and SOX controls

Assisting with system implementation, upgrade, and maintenance.

Coforge Business Solutions Pvt Ltd

Team Leader P2P

Pune, Maharashtra

November 2018

- August 2023

I am managing and supervising below sub process under

Accounts Payable: -

1. Purchase Order.

2. Vendor Setup.

3. Invoice Processing team.

4. Vendor payment.

5. Contract Management.
- Keeping track and managing work throughout the day under all the process of Purchase order, , Vendor Setup and Invoice Processing.

· I Cancel or Close the **Purchase Order** as per the request from the LOB.

· I am ensuring that the **client requirement, queries and escalations** are handled in the most efficient and effective manner.

· **Handling weekly and monthly client call.**

· I Communicate and explain the performance of the team on weekly and monthly basis over the call.

- Ensuring that the entire **Accounts Payable** process runs smoothly as per the client requirement and deadlines.
- Making sure that the vendor gets their payment on time as per the payment terms and condition.
- Making sure all tasks given to staff are completed within the prescribed TAT and as per the set quality Standards set by the Client.
- Implementing new initiatives and making sure all staff understand them.
- I am conducting the monthly SPARK meeting with the team members and providing the prompt and accurate information on individual staff member performance.
- Managing any staff sickness levels and absenteeism in the team and organizing the necessary cover.
- Making sure that health & safety rules are strictly followed by all team members.
- Ensuring that team members cab roster are sent to the concern department as per the work requirement.
- Weekly updating of the shift rosters.
- Ensuring of appropriate staff strength is maintain, for smooth functioning of the process.

Nielsen India (P) LTD.

March 2015

Sr. Executive Field Finance Controller

- April 2018

Pune, Maharashtra

Ø Overseeing, monitoring &controlling expenses of all the field offices of Western zone (Indore, Pune & Nagpur) to make sure all financial processes runs smoothly.

Ø Raising PO as per Purchase requisition.

Ø Monthly **stock verification** of computer peripherals.

Ø One-point contact for monitoring & approving advance settlement &Freelancers payments for the respective branch office(s)

Ø Ensuring that the **Accounts Payable** procedure are followed at all the three locations. Ensuring that the payment is not done to the vendor if the invoice amount is more than the prescribed limit of **P2P** process.

Ø **Verifying & approving vendor payments.**

Ø Establishing right SLA & ensuring 100% compliance on cycle time on all advance claim settlements & freelancer's payments

Ø **Analysis of monthly Advance and Expense settlements**, and sanctioning project wise fund.

Ø Compliance of audit report.

Ø Visiting regional field offices from time to time to ensure smooth running of project.

Ø **Monitoring and variance analysis** of project wise **budget** to reduce cost.

Ø Monthly reporting to Finance Director.

Porwal Group

February 2012

Asst. Manager Finance

- October 2013

Pune, Maharashtra

- Petty **Cash Management** and entries in tally.
- **Bank reconciliation**, posting and balancing.
- Making expenses entries in Tally,
- Reconcile customer accounts to ensure accuracy
- Resolve customer billing disputes
- Generate and send invoices to customers
- Maintain customer accounts in the **accounting system**
- Prepare and submit **customer statements**.
- Respond to customer inquiries regarding billing and payment
- Assist with other accounting tasks as needed

BNY Mellon

Operation Executive

Pune, Maharashtra

June 2010

- January 2012

Ø Generating reports from IOC portal and making required changes in the reports, which are then used by different departments for further processing.

Ø Working on Pair-off Automation.

Ø Working on sig Incoming Wires Automation.

Ø Handling of on shore process related queries over email and phone calls.

Ø Settling of various financial instruments (Commercial Papers, Bonds, T Bills and certificate of deposits) in the prescribed time limit, through well-established platform.



CAREER HIGHLIGHTS

I successfully migrated the accounts payable process from Japan. This was my success as it was my first time, I achieved this with John Crane Sealing Systems Pvt Ltd., I got appreciation from Customer while working for US Client in Banking Sector, this was with Coforge BPS. I encountered a Financial Fraud while working for Nielsen India PVT Ltd.



DECLARATION

I, Piyush Pandey, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Piyush Pandey

Pune, Maharashtra

25/04/2024