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Ajinkya Pawar

Accounts Payable Specialist



Professional Summary

- Highly organized and detail-oriented accounts payable specialist with over 12 years of experience managing the financial obligations of diverse organizations. Proficient in processing invoices, reconciling vendor accounts, transition management, client management, vendor management and ensuring timely and accurate payments to vendors.



Work History

2023-11 -

- **Senior Process Owner**

2024-01

Ardem Data Services Pvt. Ltd.

- Preparing project documentation
- Transitioning of new process and preparing SOP's for new process
- Making sure that we have enough primary and back up resources
- Improving process by implementing different new ideas
- Making sure that all projects are working as per quality requirements of client.

2022-08 -

- **Senior Specialist Accounts Payable**

2023-05

Sphere Soft Solution Pvt Ltd- STG Logistics

- Team Leading-
I was leading 2 teams. Invoice processing and AP help desk. which consist of 12 members. I was responsible for their overall appraisal cycle.
- Process Transition-
Completed process transition for new AP process.
Prepared SOP documentation for easy reference.
- Invoice entry for key vendors-
Processing PO and NPO invoices for key vendors.



Contact

Address

Pune, Maharashtra 412308

Phone

+91-9028471522

E-mail

aajapawar@gmail.com



Language

English, Marathi, Hindi



Personal Details

- Date of Birth: 10/10/1985
- Gender: Male
- Marital Status: Married



ERP Softwares Used

- SAP
- ORACLE
- MS-NAVISON
- RO (Rail Optimizer)
- AS400

- Vendor Creation-

Creating new vendor after verifying supporting documents i.e. W9, Bank details, Invoice copy.
- Training and development-

Training developing other junior team members. Mentoring and guiding team members for achieving quality standards. Co-ordinate with L&D team for additional training needs.
- Process Improvement and Process documentation-

Standardize processes across the AP function and ensure the necessary training is provided resulting in consistent processing. Preparing and updating process documentation, flow charts in easy and systematic way.
- Query Resolution-

Contribute to subject matter expertise and influence to the development of standards and changes to systems/ applications/processes to support those standards.
- Reconciliation of vendor statement-

Reconciling various accounts by identifying errors in posting or omissions.
- Quality Checking-

Checking invoices processed by junior team members by implementing random sampling.
- Payment-

Preparing weekly payment proposal for vendor and employee then making payment batches after approval.
- Other Duties-
 1. Resolving discrepancies/ issues raised by 'Vendor'
 2. Review invoices for satisfactory payment approval.
 3. Strong client relationship management.
 4. Preparing and modifying SOP and SOW.
 5. Preparing and sending reports to stake holders.

2021-05 -
2022-07

● **Senior Specialist Accounts Payable**

XPO Logistics

- Team Leading-

I was leading Invoice processing and AP help desk. which consist of 10 members. I was

- Quick book
- Oracle NetSuite



Strengths

- Work well with a diverse group of people.
- Communicate ideas in a simple and clear fashion.
- Positively motivate others.
- To work as team Player as well as individual
- Treat every opportunity as a challenge and achieve the set targets.



Certifications

Six Sigma Master Black Belt-
Henry Harvin

Trained on other accounting processes like O2C and GL

Attended training programme on TDS and GST



Achievements

- Transition for P2P in Australia
- Transition for P2P in India
- Successfully completed 'Six Sigma Green Belt Project' using DMAIC and Lean approach on 'Reduction in resolution time for hold invoices'. It was highly appreciated by client.



Skills

responsible for their overall appraisal cycle.

- Process Transition-

Completed process transition for new AP process.

Prepared SOP documentation for easy reference.

- Invoice entry for key vendors-

Processing PO and NPO invoices for key vendors.

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Training developing other junior team members.

Mentoring and guiding team members for achieving quality standards.

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- Quality Checking-

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- Other Duties-

➤ Resolving discrepancies/ issues raised by 'Vendor'

➤ Review invoices for satisfactory payment approval.

➤ Strong client relationship management.

➤ Preparing and modifying SOP and SOW.

➤ Preparing and sending reports to stake holders.

➤ Making sure that all work will be carried out as per agreed SLA

Operational Excellence

Adaptability and Flexibility

Vendor Relationship

Management

Team leading

Positive Communication

Problem Solving

Transition Management

Client Relationship

Management

- Decide acceptable performance goals for team with the help of manager
- Review team members performance after comparing with set goals on monthly, quarterly, six monthly and yearly
- Giving them rating after comparing performance with goals
- Control attrition and absenteeism for the process to run smoothly
- PO, NPO and Rent invoice processing for US and Canada vendor
- Mentoring and guiding team members across many skills sets like quality assurance, customer service and functional etc
- Standardize processes across the AP function and ensure the necessary training is provided resulting in consistent processing
- Contribute to subject matter expertise and influence to the development of standards and changes to systems/applications /processes to support those standards
- Reconciling various accounts by identifying errors in posting or omissions
- Resolving discrepancies/issues raised by 'Vendor'
- Review invoices and requisitions for satisfactory payment approval
- Making sure that all work will be carried out as per agreed SLA
- Strong client relationship management
- Preparing and modifying SOP and SOW
- Assist in developing team activity/status and performance reports for management.

2017-03 -

● **Analyst Accounts Payable**

2018-07

INTEGRATIVE SYSTEM PVT LTD.

- Invoice Processing:- Processing of Vendor Invoices for US vendors.
- Vendor Reconciliation: - Working on vendor statements and taking appropriate action to match the balances.
- Chargeback Processing: Adjusting credit notes against chargeback's. Co-ordinating and follow-up with store for chargeback's.

- On Hold Vendor: Avoid on hold order situation. Working on priority for important vendors so that they will not go on hold. If hold is reported by store asking vendor for updated statement and work on priority to release the payment.
- Other Activities:-
 - Updating SOP for smooth process.
 - Co-ordinate with on-site AP team.
 - Report to manager for any unsolved issues.
 - Co-ordinating with internal and external stakeholders.
 - Giving training to new joiners and make them independent

2014-07 -

- **Senior Accounts Officer**

2017-01

OSMOFLO ENGINEERING PVT. LTD.

- Passing accounting entries related with Payables.
- Acting as second approver for employee claims.
- Booking travel invoices.
- Review all invoices for appropriate documentation and approval prior to payment
- Ensure process efficiency
- Co-ordinate with on-site AP team
- Report to manager for any unsolved issues.

2012-12 -

- **Analyst AP**

2014-07

METRO ACCOUNTING CENTRE OF EXCELLENCE.

- Accurate & timely processing of purchase a/c invoices, vendor payments, accounting and ensuring all Balance Sheet schedules pertaining to the area of responsibility are up to date and cleared on a timely basis
- Ensure process efficiency
- Monitor & reconciliation of advances paid to vendors and ensure clearing of all open advances at the time of invoice processing.

2011-03 -

- **Process Associate AP**

2012-10

ESSAR GROUP(Aegis Ltd.)

- Accurate & timely processing of purchase a/c invoices, vendor payments, accounting and

ensuring all Balance Sheet schedules pertaining to the area of responsibility are up to date and cleared on a timely basis

- Ensure process efficiency
- Monitor & reconciliation of advances paid to vendors and ensure clearing of all open advances at the time of invoice processing.

2008-06 - ● **Marketing Executive**

2011-02 KAMAT FOODS PVT. LTD.

- Taking Order
- Maintaining Customers, Creating new customers
- Maintaining their account
- Designing new marketing plan.



Education

2008-05 ● **MBA Finance and Marketing, First**

V. P. INSTITUTE (SANGLI)

Class: First

2006-04 ● **Bachelor of Commerce, Second**

G.A. COLLEGE (SANGLI)

Class: Second

2003-02 ● **HSC, First**

G.A.COLLEGE (SANGLI)

Class: First

2001-03 ● **SSC, First**

PATWARDHAN HIGH-SCHOOL

Class: First