

Prithviraj Das

Mob: +91 8390525995 | Email: das.prithvi06@gmail.com | www.linkedin.com/in/prithviraj-das-a8110565 |
Passport No: U3021863 | Address: Lohegaon, Pune

Professional Summary

Diligent and experienced Accounts Payable Senior Analyst with 7 years of expertise in managing and optimizing financial processes. Proven track record of accurately processing invoices, resolving discrepancies, and maintaining vendor relationships. Seeking to leverage my experience and skills to contribute to the success of a dynamic organization.

Experience

Snowflake Cloudtech India Pvt. Ltd. | Senior Analyst Accounts Payable **Dec 2021 to Present**

- Process PO and Non-PO invoices, ensuring correct matching to PO and coding of invoices.
- Responsible for processing global invoices and Ad Hoc Payments Identify and analyze aged invoices and take corrective action to ensure AP aging is within terms.
- Perform regular account reconciliations for high-volume vendors and vendors in dispute.
- Manage trackers for critical suppliers.
- Query Resolution – assist in responding to all internal/external queries in a timely manner.
- Handling escalation for Global vendors
- Experience in people management. Managing AP team
- Partner with internal teams (G/L-team, tax team, Procurement, Legal Team) to clear any AP-related reconciling items.
- Providing support and cover to team members as required
- Participate in cross-functional projects and testing.
- Assisted with month-end closing activities, ensuring a smooth financial closing process.

Dassault Systems | Financial Analyst **Nov 2019 to Dec 2021**

- Process PO & non-PO invoices and special handling cases for global invoices like EMEA, ECAL, NAM region.
- Work on the Intercompany payment process.
- Planning and executing monthly/quarterly/annual closure.
- Paying employees by verifying expense reports and preparing paychecks
- Preparing and analyzing accounts and producing daily, weekly, & and monthly reports and dashboards Coordinate and act as a mediator between Vendor and our internal teams.
- Perform vendor reconciliation and correct variance.
- Regulating and Updating SOP timely
- Allocate work to the team members and conduct daily audits.

Northern Operating Services PVT LTD | Financial Analyst **Mar 2019 to Aug 2019 (Medical Emergency)**

- Record accurately, and in accordance with the Department policies and procedures, such accounting records as securities positions, corporate actions related, and journal entries,
- Participate in the regular rotation of trade processing and other accounting processes to prepare the fund accounting system for the next day.
- Reconcile various accounts, or review reconciliations prepared by others, and promptly research and correct any variances.
- Perform various share coverage tests and perform audits on fund reports in coordination with external auditors on an annual basis.

Metro Global Business Services | Financial Associate **May 2017 to Mar 2019**

- Part of Accounts payable process for Logistic and accounting team located in Germany.
- Processing and auditing the transactions and payments in various systems.
- Supplier claims and repayment.
- Maintain the client updates; also train the process members on the same.
- Analyze invoices from the suppliers and goods receipts created by the store and make payment.
- Accuracy and productivity commitments.

Projects

Partner Incentive Program / Referral and Resell Invoices Interfaced

AI Extraction Tool - AppZen (*Testing*)

FedEx Account Automation

Macros with BAT Team | Allocation Tool Region Dashboard | Query Tracker | Quality Tool

Skills

- Reconciliation and auditing
- Accounts Payable
- Global Client Handling
- Vendor management
- Multiple ERP systems
- Communication
- Quick Learner
- VBA Marcos

Achievements

- Successfully led a collaborative effort with IT and Partner Program Management (PAM)
- Awarded BAPS WOWS for efficiently managing Productivity and 100% Accuracy
- Awarded EVANGELIST for collaboration and innovation.
- Appreciated for promptly learning the business and performing beyond expectations.
- Awarded Business Laurels for managing 100% Productivity and Accuracy
- Appreciated by the client for handling critical vendors.
- Developed macros in collaboration with the automation team to improve operations.

Education

- PGDM (Finance-Major) (2017) International Institute of Management & Studies
- B. Com (2013) Pragjyotish College, Gauhati University Accounts Honors
- Dronacharya Academy - AHSEC (2010)

Application Used

- Oracle, ERP SAP, PeopleSoft, AppZen, Workday, UiPath, And ServiceNow.