

MANOJ WAGH
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PROFESSIONAL EXPERIENCE: - Accountant/IC Role with 13+ years of experience. Support the management in multiple functions area including invoice processing of AP and AR payment cycles.

Tech Mahindra Limited, Pune.

Department: P2P and MIS

Designation: Team Lead BPS - IC role (Accountant/PMO) **Tenure:** March 2022 to till date.

Job Profile:

- Accrual workings and submission on system to be monthly.
- Performa invoice: workings sharing for validation with the client post Ops approval.
- PDF Invoice generation via SAP GUI & PACE, and submission to client with 100% accuracy.
- Publish Accrual Vs Actual invoice tracker.
- Invoice tracker detailing PDF stage till collection stage and publish monthly.
- Vendor on-boarding/creation and vendor management on SAP Fiori.
- Project/child project ID creation and following accrual and actual invoicing.
- Responsible for updating and maintaining trackers for resources allocations, PO/SOW/invoice trackers.
- Resources project current date/future date/ backdated allocations. Resources project Extension and End date allocations.
- Assisting in internal, lateral or subcon hiring and follow with respective SPOC till closure.
- Role allocation/ de-allocation resources – SO/JO Creation
- Own the controls design, implementation and monitoring on **Billing** related processes Support & monitor the adherence to the IC rules & processes.
- Own the month end close process and accrual approval in conjunction with the Revenue Controllers.
- Manage project communications and meetings (Daily Stand-Up Meetings, Project Reviews, and AdHoc Requests).
- Manage or maintain (in SharePoint) the project execution logs associated for Risks, Actions, Issues, Key Decisions and Meeting Minutes.
- Coordinating with internal departments (Cash application, Accounts receivable, Accounts Payable, Project accounting, Order management and Credit) to make sure issues, requests and queries are addressed and resolved in a timely manner.
- Invoice payment processing in both channels i.e., Account Payable and Account Receivable.

Infosys BPM Limited, Pune.

Department: P2P, MDM

Designation: SME (Process Specialist / Accountant) **Tenure:** June 2014 to March 2022.

Job Profile:

- Invoice indexing in E@W system on a daily basis and process for payment once authorized/approved by respective department.
- Vendor Management: New vendor verification with the help of Onshore, vendor creation, maintain and amendment.
- Verified details of transactions, including funds available and total account balances.
- Coordinate approval processes of all accounts payable invoices. (if any)
- Bank reconciliations: Prepare monthly bank reconciliation for daily operating bank accounts. Research and resolve reconciliation discrepancies of respective accounts with the help of Onshore.
- Vendor payments through BACS run for domestic and CHAPS for foreign payment. Use direct payment hub for foreign currency/any urgent payments.

- Handling Team in terms of activity allocation, manage workload, arrange team meetings keep update to team members by taking surprise test, query handling.
- Amend Vendor/Supplier data whenever require post confirmation of AP Team.
- Help to other team/team member during the day-to-day / month-end activities as needed.
- Co-ordinate with IT team to discuss about ideas and automation projects. Do UATs during the projects going on.
- Working on Reference Data Management (RDM) in DEV3 for testing purpose and NAB1 for production purpose to update P2P existing product hierarchy rules. as well as prepare new product set-up for GDW team
- Working on Delegated Administrator Authority System (DAAS), for delegating level of authority to respective authorized Banker.

Maersk Global Service Centers India Pvt. Ltd

Department: Cost Management - Liner Operation

Designation: Process Expert

Tenure: December 2009 to January 2014.

Job Profile:

- PO creation and release PO's GR by using SAP, handling and rectifying errors.
- Vendor payment & allocation to appropriate invoices.
- Vendor reconciliation with vendor master data.
- Using SAP Module-R/3, version-720, Production Systems-RP1 ERP.
- Pushing supplier invoices from OCR (Optical Character Recognition) to SAP R/3.
- Invoice verification with a three way match of PO, GR & IR.
- Posting of invoices to release vendor payments within agreed SLA.
- Responding to queries raised by Vendor & management team.
- Reconciliation between Terminal departure report & RKEM.

MIS Reports

- Regional Process Improvement Presentation including all process/ management related reports.
- Result Measurement-RM (for Timelines) & Process Measurement-PM (for Accuracy) reports.

Process Management

- Interacting with company's support functions like IT, HR, Facility, Quality and Training for team's smooth functioning.
- Increasing process effectiveness by innovation and bringing in improvement tools and techniques, which facilitate faster resolution on various issues.

Significant Achievements

In Infosys:

- Award received "**Infosys Star Incentive Plan 2016-17**" in **July 16**.
- Award received "**Infosys Star Incentive Plan 2017-18**" in **July 17**.
- Certified Building Domain Specialists – R2R (Infosys & GTT client location) training in Jan'17.
- Award received "**Individual Extra Miler**" in March 16
- Automated FRTP, MSR, Quality tool & CORE process with saved 1.5 FTE.

In Maersk:

- Team won **Director Award** and saved my organization about 10 FTE.
- **Kaizen Belt** (Yellow Belt) project certified on TAT by improving process 43%. Includes AFR-RKCO 95%& 75% NEU-RKCO (sub process) by creating Excel templates.
- **Award of Excellence** for quarter-III of 2012.
- **Customer satisfaction** award for June'11, July'11 & Jan'12.
- Total **41 Kaizen** submitted and rewarded. Each kaizen project had accuracy of 97%and saved 2.4 FTE.

Areas of Expertise

- SAP FI | Citrix/VDI/WVD| Microsoft Dynamics GP (Great Plains) | MIS Reporting | Reconciliation | Invoice Processing | BANKLINE (Bank Payment Hub),

Summary of Qualifications

- MBA in finance, ICFAI University
- Graduate in B. COM with Accountancy & Costing, from North Maharashtra University

Computer Literacy

- Certified **VBA developer** (Excel Macro) by Infosys BPM Ltd (successfully completed 4 projects).
- Good practical knowledge of all Microsoft Office packages, especially **Excel**. (Pi-VOT, VLOOKUP, HLOOKUP, IF/OR formulas, table, charts etc.,)
- Proficient in Internet, E-mail, Outlook& Outlook365 as well as Web BA and IBM Lotus Notes.

Date :

Place : Pune

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