

Summary

Professional with experience in MIS activities and Operational activities such as Invoice/Inventory management, Reporting, CRM, Accounts payable, and Dispute management for P2P processes in the domain of Telecom expenses.

Professional Experience

Inspiredge IT solutions

Title- TEM Analyst

July 2022 to Present

Responsibilities:

- Working on wireline and wireless TEM activities which includes Invoice Downloading/Processing/ Validation, Invoice Auditing, Accounts Payable (AP), Orders, Inventory, Cost Allocations/GL Code and Utility Expense Management (Bill Receipt, Payments and Analysis).
- Handling Vendor Management activities such as Contract Management, Account's Reconciliation (Past due and Payment issues).
- Creating and sending AP Files to multiple clients and AP Management.
- Delivering daily, weekly trackers to clients and reporting on a call/mail.

Sakon

Title- Analyst (Invoice Management)

November 2019 to July 2022

Responsibilities:

- Worked on wireline TEM P2P activities which include Billing and Invoice processing/validation, Procurement (RFQ), Accounts Payable (AP)/ Accounts Receivable (AR), Inventory management, Audit and Contracts management, Credit reconciliation, Monthly Expense Accruals and SFTP/Lockbox management.
- Executed Automated Data Mapper to generate output and resolve fallouts/errors.
- Handled Vendor Management activities such as Portal/Report dispute, Invoice procurement, Account's reconciliation (Past due and Payment issues), and Rebate claims.
- Monitored monthly Invoice SLAs and ensuring its timely implementation.
- Delivered weekly, monthly, and quarterly data trackers and Ad-hoc Reports to respective clients and internal stakeholders and managing scrum calls with client and vendors.
- Supported managers to gather data and documents for SOX compliance audit.

Achievements:

- Certificate of Appreciation for R&R-Q4 2020.
- Certificate of Appreciation for R&R-Q4 2021.

Alike Thoughts Solutions Pvt. Ltd.

Title- MIS Executive (Data Analyst)

December 2018 to August 2019

Responsibilities:

- Worked on operational activities such as invoice management, monthly check reconciliations, and data management.
- Supported vendor management and client management for business process activities on calls and emails.
- Supported managers to maintain data spreadsheets and reports as per the organizational requirements.

Profcyma Career Solutions

Title- Business Development Executive (BDE)

June 2018 to December 2018

Responsibilities:

- Prepared financial reports, sales forecasts, and data trackers for management review.
- Worked on planning and implementation for online and offline sales activities to achieve revenue targets.
- Carried account development, and client assessment projects.

Technical Skills:

- Advanced MS Excel
- VBA/Macros and Power Query
- Power BI
- Tableau
- JIRA (Ticketing and Project Management)
- MS Visio
- MS office 365
- SAAS ERP

Education

- Bachelor of Business Administration - Savitribai Phule Pune University (Assessment Year-2015)

Extra Curriculars-

- Trained in Indian classical dance form -Kathak.
- Event Management activities.