

Santosh Suresh Dabekar

Mob.: +91 97621 87468

Email: sntshdabekar820@gmail.com

Address: Flat No. 11, Amey Apartment, Indira Colony, Vikas Nagar, Dehuroad-412101

Career Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. I aim to contribute to growth of the organization and people.

Synopsis

- Pro-active and results oriented accounting professional with 8.0+ years of experience in Accounting & Finance. 1.5 years of experience as team management.
- Exposure in P2P (Accounts Payable) for 9.5+ years.
- Experience in SAP ERP, Case Manager and OMNI (Invoice processing and Payment tool).
- Experience in Project & ERP System migration.
- Helped in performing Internal audits.
- Handling Process automation.

Achievements

- Completed the transition of 2 New Projects for India and ASPAC region entities (Singapore, Korea, Thailand, Philippines, Australia, and New Zealand).
- Won Star Performer award in SKP Quarterly Reward and Recognition 4 times.
- Help and support in designing the new customized workflow of OMNI AP tool and OCR project for low-touch AP.

Personal and Technical Skills

- Familiar with the software like;
 - SAP (MARS & FIT-Hana) FICO & HANA module.
 - OMNI & OCR (Invoice processing & Payment tool)
 - Case Manager (Invoice processing & Payment tool)
 - UiPath Application (Invoice processing toll)
 - TALLY ERP9
- Have a good command of MS Office.
- Improvements in the process for increasing the efficiency and accuracy.
- A self-motivated team player.

Educational Qualifications

Exam Passed	Board/University	Year Of Passing	Class
B.Com.	Pune	2010	First Class
H.S.C.	Maharashtra	2006	First Class
S.S.C.	Maharashtra	2004	Second Class

Professional Work Experience

Current Employer: QuidelOrtho (Ortho Clinical Diagnostics India Pvt Ltd.) Mumbai.

Associated Since July,2023 – Present

Current Position: Analyst (July-23 – Present)

- **Process Transaction** – Successfully reverses the transition of the accounts payable process from a third party to the newly formed QuidelOrtho Shared Services Center and created DTPs with accuracy.
- **Daily Planning** – Daily planning for payment and execute
- **Query Management** - Resolving vendor queries with effective solutions.
- **Client Interaction** - Coordination for requirements & follow-up for open actionable.
- **Reporting** – Preparing weekly payment MIS and other monthly reports as per requirement.
- **Support to Team** – Support team to team members.

Process operations: (July-23 - Present)

- **Procure to Pay - Team Member- P2P - Analyst** (Domestic, Intercompany & Foreign vendors)
 - ✉ **Preparing payment Forecasting**– Preparing weekly payment forecasting for 7 countries.
 - ✉ **Preparing & Processing Payments** –Preparing payment and processing through SAP and manual bank portal. (Third-party vendor/Intercompany/Cheque/DD)
 - ✉ **Bank Reconciliation** – Daily reconciliation payment file with the bank statement and checking rejected payment and take action.
 - ✉ **Advance tracking, Sub-ledger clearing & Vendor reconciliation** – follow up for vendor advances, bank & sub-ledger clearing & vendor reconciliations.
 - ✉ **TDS (WHT) & GST Applicability** - TDS applicability and taxation part of accounts payable.
 - ✉ **Quality Check** - Quality check of process invoices in the system
 - ✉ **Accruals** -Prepare month-end accrual for unprocessed invoices and pass entries in the system.
 - ✉ **Query Management** -Handling of Queries /Problems received from requestors & finding out desired solutions.
 - ✉ **Re-Class JE** – Prepare and post Re-Class JE as per requirement.
 - ✉ **Vendor Statement Reconciliation** – Prepare and send the Vendor statement reconciliation and provide the status of the Invoices and ask for the Invoice copies not received.
 - ✉ **Process Improvements** – Improvements by applying Excel formulas in working files and finding easier ways to perform processes in less time with quality.

Previous Employer: UltraTech Cement Limited -ABGroup, Hinjewadi Phase 1

Associated Since June,2021 – July,23

Current Position: Analyst (June-21 – July-23)

- **Daily Planning** - Planning & allocating daily work.
- **Query Management** - Resolving vendor queries with effective solutions
- **Client Interaction** - Coordination for requirements & follow-up for open actionable.
- **Reporting** – Preparing MIS and other reports as per requirement.
- **Support to Team** – Support team to team members.
- **Project Automation** – Work in the Payment project automation team.

Process operations: (June-21 - Present)

- **Procure to Pay - Team Member- P2P - Analyst** (Domestic vendors Accounting)
 - ✉ **Vendor Bank Details Updating**- Cross checking vendor bank details in SAP master as well as provide cancel Cheque and update in Bank portal on daily Basis.
 - ✉ **Cheque Payment Processing**- Processing vendor Cheque payment through case manager/SAP and upload download text file on bank portal.
 - ✉ **Vendor E-net payment** – Processing Vendor E-net payment through case manager and SAP as per Due date on daily Basis.
 - ✉ **Customer Payment** – Process customer payment manually in SAP after checking required full approval received
 - ✉ **Forecasting** – Prepare Forecast report on daily basis.
 - ✉ **Query Management** -Handling of Payment and Mapping related query and take follow-up with respective person.
 - ✉ **MIS & other month end Reporting** – Preparation of MIS report, Forecast report and open debit report.
 - ✉ **Bank Reconciliation** – On Daily Basis reconciliation payment file with bank statement and checking rejected payment and take action
 - ✉ **Process Improvements** – Improvements by applying excel formulas in working files and finding easier ways to perform process in lesser time with quality.

Previous Employer: SKP Business Consulting LLP, Bane-Pashan Link Road

Associated Since January,2014 – June,2021

Current Position: Senior Associate (Apr-16 – June-21)

- **Daily Planning** - Planning & allocating daily work of team for deliverables with review mechanism.
- **Query Management** - Resolving the teams & client queries with effective solutions
- **Client Interaction** - Coordination for requirements & follow up for open actionable.
- **Reporting** – Preparing MIS, MRM presentations and other reports as per client requirement.
- **Trainings** - Preparing the training plans, Provide training to new joining employee.
- **Support to Team** – Support team in closing period as well as daily for planning their work and help them perform work in a crucial period.

Process operations: (Jan-14 - Present)

- **Procure to Pay - Accounts Payable** (Domestic, Intercompany & Foreign vendors)
 - ✉ **Document Authentication**- Check authentication of selected vendor with supporting documents.
 - ✉ **Invoice Verification**- Vendor invoices verification with all parameters.
 - ✉ **Invoice Posting** – Invoice booking in ERP System
 - ✉ **Forecasting & Payments** – weekly payment forecasting & payment dialing (Payment proposals & manual payments like tax, DD etc.)
 - ✉ **Advance tracking, Sub ledger clearing & Vendor reconciliation** – follow up for vendor advances, bank & sub-ledger clearing & vendor reconciliations
 - ✉ **TDS (WHT) & GST Applicability** - TDS applicability and taxation part of accounts payable.
 - ✉ **Quality Check** - Quality check of process invoices in system
 - ✉ **Statutory Reports** - Prepare data and pass the accounting entry for payment of TDS, VAT, and GST.
 - ✉ **Accruals** -Prepare month end accrual for unprocessed invoices and pass entries in system, Intercompany reconciliation & journal entry for GIT
 - ✉ **Query Management** -Handling of Queries /Problems received from requestor's & finding out desire solution.
 - ✉ **MIS & other month end Reporting** – Preparation of management report, Overview of the process, TAT, volume, query management etc.
 - ✉ **Re-Class JE** – Prepare and post Re-Class JE as per requirement.
 - ✉ **Vendor Statement Reconciliation** – Prepare and send the Vendor statement reconciliation and provide status of the Invoices and ask for the Invoice copies not received.
 - ✉ **Process Improvements** – Improvements by applying excel formulas in working files and finding easier ways to perform process in lesser time with quality.
 - ✉ **Credit and Debit Notes/Memos** - Issuing Credit and debit note and Credit and Debit memos to customer on request.

Previous Employer: Avenue Super Market LTD, Aundh

Process operations: (February-12 to January-14)

Position: Junior Accountant.

- **Procure to Pay - Accounts Payable** (Domestic)
 - ✉ **Document Authentication**- Check authentication of selected vendor with supporting documents.
 - ✉ **Cash Handling** - Daily cash handling for bank deposit and passing system entry daily (up to 25 to 50 lacs). Daily petty cash entries and maintain petty cash in SAP.
 - ✉ **Invoice Verification**- Vendor invoices verification with all parameters.
 - ✉ **Invoice Posting** – Invoice booking in ERP System
 - ✉ **Forecasting & Payments** – weekly payment forecasting & payment dialing (Payment proposals & manual payments like tax, DD etc.)
 - ✉ **Bank Reconciliation** - Cleared Open entry in SAP (e.g Direct debit, foreign currency manual payment etc.). and Credit Card reconciliation.
 - ✉ **Advance tracking, Sub ledger clearing & Vendor reconciliation** – follow up for vendor advances, bank & sub-ledger clearing & vendor reconciliations.

- **TDS (WHT) & Vat Applicability** - TDS applicability and taxation part of accounts payable.
- **Employee Salary** - Working for store employee and contract party's salary and after entry in SAP & Payment.
- **Quality Check** - Quality check of process invoices in system
- **Statutory Reports** - Prepare data and pass the accounting entry for payment of TDS, VAT.
- **Accruals** -Prepare month end accrual for unprocessed invoices and pass entries in system.
- **Query Management** -Handling of Queries /Problems received from requestor's & finding out desire solution.
- **MIS & other month end Reporting** – Preparation of management report, Overview of the process, TAT, volume, query management etc.

Personal Details

- **Address:** Flat No.11, Amey Apartment, Indira Colony, Vikas Nagar, Dehuroad-412101
- **Date of Birth:** 04th September 1987
- **Sex:** Male
- **Marital:** Married
- **Nationality:** Indian
- **Languages Known:** English, Hindi and Marathi
- **Hobbies:** Playing and Watching Cricket.
- **Strengths:** Enthusiastic, Positive, Hardworking, Good grasping Power.

Place: Pune

(Santosh Suresh Dabekar)