

## CAREER OBJECTIVE

Meticulous "Finance-Specialist" skilled in handling diverse range of accounts payable functions with accuracy, efficiency, and sound judgment. Adept at organizing and prioritizing requirements to maintain tight deadlines and strict financial controls. Accustomed to delivering superior performance in autonomous or team-focused environments.

## CONTACT

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## ADDRESS

Wakad, Pune

## REWARDS, ACHEIVEMENT

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## RROJECT IDEAS

- Multiple appreciation from client for handling . . .
- Received award for excellence in AP
- Got award for star performer of the month.
- Have been a part of transition to Bengaluru.
- Given ideas for process improvement and automation.
- Three process improvement ideas which are approved and implemented in the process.

# Vikas Sooryawanshi

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## Specialist Finance (ACCOUNTS PAYABLE)

## EDUCATION

Mangalayatan University | Aligarh, UP  
Master of Business Administration (Pursuing)  
  
St. Aloysius College | Jabalpur, MP  
Bachelor of Commerce  
  
G.G.S.K School | Jabalpur, MP  
Higher Secondary Education

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## EXPERIENCE

December 2021 - Current  
Specialist Finance | Accounts Payable | Expleo Solutions Ltd.  
  
June 2021 – December 2021  
Senior Process Specialist | Accounts Payable | XPO Logistics  
  
May 2018 – June 2021  
Senior Process Associate | Accounts Payable | Smith and Nephew.  
  
June 2016 – May 2018  
Accounts Analyst | Accounts Payable | Axa Business Services.  
  
August 2014 – June 2016  
Assistant Accountant | Accounts Payable | Infosys BPM Ltd.  
  
I have a proven track record of delivering high quality work while maintaining healthy stakeholder relationships.

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## PROFILE SUMMARY

- Working as a Finance specialist and handling End to End activities of PTP for US and UK market.
- Managed invoices in ESKER and processing them in SAP and ARIBA for all the Market's – Germany, Austria, Swiss and Poland. PO and NON-PO.
- Manages invoice processing in SAP, ESKER and ARIBA with zero error & also meet the SLA.
- Preparing operation report for every week and monthly shared with tower lead and Finance Lead.
- Doing direct/manual posting in SAP for all the market.
- Prepared documentation of all Accounts payable activities.
- Managing generic mailbox of our client and maintain good relationship with our client for all the market (USA, Germany, Austria, Swiss and Poland). Where we receive query related to Invoices, statement and payments from vendors and stake holders.
- Creation of PR, PO and GRN in SAP.
- Approving Travel and expense report in Change Point and processing in SAP.
- Preparing Daily, weekly, and Monthly cash report.
- Taking care of Month-end activities.
- Bank Reconciliation.
- Intercompany reporting and Uploading data in HFM.
- Review PO open report, GRN tracker and PR PO tracker.
- Listing of due payments, approval & upload in ADP including Employee Payrun.

## STRENGTHS

- Problem solving approach.
- Excellent verbal and written skills
- Good analytical and logical skills
- Ability to perform both as an individual and work together as a good team player.
- Committed to Service Excellence
- Seeks to develop the skills and confidence of others and to recognize and develop talent.
- Committed to continuous improvement.
- Positive Attitude, Hard Working, Sincere, Willingness to learn.

## APPLICATION SKILLS

- SAP
- ESKER
- ARIBA
- ORACLE
- ADP
- MS Office (Word, Excel, PowerPoint)

## PERSONAL DETAILS

- Linguistic Ability: English, Hindi.
- Hobbies: Singing and Bike Riding.