

Anupama Zalaki

Accounts Payable & Travel & Expenses Specialist

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Profile

As an experienced Accounts Payable and T&E Specialist, I have a proven track record of effectively managing financial processes for various organizations. With 9.5 years of experience in this role, I have developed a strong understanding of accounts payable procedures, expense reporting, and auditing. My biggest achievement in this role has been implementing a new automated system for invoice processing & T&E, resulting in a 20% increase in efficiency. I am also proficient in various accounting software such as Oracle Fusion, PeopleSoft 8.8 & 9.0 Version, Coupa, SAP Concur, JIRA tool and SAP ECC. With my dedication, reliability, and expertise, I am confident that I can bring value to any organization as an Accounts Payable & T&E Specialist.

Skills

- Communication Skills
- Collaboration & Teamwork
- Team Player
- Auditing
- Invoice Processing
- Accounting & Reconciliation
- Knowledge of IT Software
- Transition Management
- Travel & Expenses
- Vendor Management

Experience

July 2022 - January 2023

Genpact, Hyderabad – AP & T&E Manager

- Oversee and manage all aspects of AP process, ensuring timely and accurate vendor payment of invoices and expenses
- Develop and implement policies and procedures to streamline the processing of T&E reports, ensuring compliance with company guidelines and regulations
- Invoice Processing, Payments Processing, Validating POs, Resolving Customer queries such as remittance details and payment related queries and internal issues (i.e., system difficulties, processing errors, etc.) in a timely and professional manner owning the issue end-to-end

- Interacting with the digitalization team and operational team on a weekly basis for RCA – Streamlining of process. Updating daily deck for volume matrix and meeting up with on-shore team for smooth SLA's and discussions on weekly basis

July 2019 - June 2022

Ares Management, Mumbai – *Accounts Payable Associate*

- Identified and resolved discrepancies between invoices and purchase orders, resulting in accurate payments
- Automated accounts payable processes, resulting in an 20% reduction in processing time
- Assisted with month-end closing activities and provided support to the Fund Accounting team with external and internal stakeholders
- Resolved expense claims related queries via effective collaboration with various stakeholders to ensure the highest user satisfaction
- Processed fund related invoices such as Private Equity, Real Estate, Infrastructure, Legal etc
- Identify 9 segment GL coding string for all invoices and T&E report submitted in system
- Was part of RCA and implemented Macro file for uploading bulk invoices with multiple invoice lines. Also minimized weekly activity time by introducing Auto Fund Emails across Fund Accountants
- Identified and processed CAPEX & OPEX PO invoices respectively and discrepancies if any related to POs
- Resolving Vendor Queries via JIRA Tickets (queries such as payment status, remittance advice, etc) internal issues (i.e., system difficulties, processing errors, etc.) in a timely and professional manner owning the issue end-to-end
- Execute duties related to the month and quarter end close processes such as reconciliations, Auditing invoices, processing reclasses, work on Intercompany template

July 2018 – May 2019

Capgemini, Mumbai– *Consultant*

- Worked closely with cross-functional teams and Stakeholders to analyze business processes and identify opportunities for improvement
- Handled and managed team of AP Invoice Processing, MDM for NA & Germany Region in absence of Leader as an IC role
- Maintain invoice discrepancies and work with the Vendor Master Team for resolution
- Creation of Vendor Setup in Oracle Fusion and Coupa and coordinating with suppliers respectively
- Organized weekly check runs, ensuring on-time payments systems and fostering positive vendor relationships

November 2014 – June 2018

Accenture, Mumbai– *Process Analyst (General Accounting Ops Analyst)*

- Part of successful Onshore transition for P2P processes like Invoice processing, creation of POs, T&E and vendor management for the project.

- Managed team of total 4-5 team members for invoice processing, vendor management and Travel & Expenses processes
- Quality Review of the invoices for Invoice Processing and T&E reports
- Prepare on boarding training plans for new joiners, train the new employees on process operations for T&E process
- Managed vendor inquiries and resolved payment related issues promptly
- Processed an average of 100 invoices daily ensuring accurate GL(General Ledger Accounting) coding with accuracy and timely payments
- Researching new vendors based on price and quality and selecting them based on the vendor management plan
- Maintaining and updating all vendor documentation
- Processed invoices and released vendor payments majorly for UK (EMEA) & US projects ensuring correct remit to address, mode of payment, payment method selected and updated in Payment systems

January 2013 – November 2014

Hexaware Technologies, Mumbai- *Process Executive*

- Processed high number of invoices with high accuracy (upto 250-300 invoices per day)
- Processing Invoices with various way matches i.e. 2-way, 3 way and 4 way
- Manual Check Processing: Handwritten checks, check reversals are posted to the Account Payable department
- Quality checking of Processed Invoices entered by Juniors
- Matched General and Blanket PO in Oracle while invoice processing
- Maintain and create vendors in Oracle and update vendor master data file in drive

Education

August 2015 – June 2018

GNIMS (Khalsa College), Mumbai - *Master of Business Administration (MBA) in Finance*

June 2009 – May 2012

VPM's RZ Shah College, Mumbai - *Bachelor of Banking and Insurance*

Awards – Rewards – Recognitions

- Received Appreciation award for quarterly activities completed with high accuracy and on time from Onshore Client
- Received star of the month award for completed all tasks assigned to me
- Received recognition for Business improvement ideas for smooth processing of Invoices
- Recognition received from Stakeholders for identifying duplication of bulk invoices

- Conducted Fun activities within team such as brainstorming sessions, Potluck, board games, etc