

Rajan Varma (Available Immediately)

Lead Analyst

 Pune, India
 varmarajan90@gmail.com
 8657372781

PROFILE

Experienced Accounts Payable specialist with over 9 years in invoice processing, payment management, and account reconciliation. Proficient in accounting principles and SAP. Possesses strong analytical abilities and a collaborative approach. Dedicated to accurate payments, fostering vendor relationships, and ensuring financial success.

OBJECTIVE

Seeking a dynamic role in Finance to utilize expertise in ensuring timely and accurate payments, cultivating vendor relationships, and enhancing organizational financial prosperity through proactive contributions.

EDUCATION

Master of Commerce (M. Com)
Shivaji University Kolhapur
2014

Bachelor of Commerce (B. Com)
Shivaji University Kolhapur
2012

PROFESSIONAL EXPERIENCE

M/S Medicare Systems

Lead Analyst

06/2023 – present | Mumbai, India

- Managed purchase and sale entries to ensure accurate financial records.
- Streamlined procedures to ensure regulatory compliance and data accuracy.
- Coordinated precise stock entries, optimizing inventory management.
- Implemented efficient monitoring systems for real-time stock-level updates.
- Demonstrated effective communication in customer interactions.
- Resolved customer inquiries promptly and satisfactorily.

WNS

Lead Associate - Quality

10/2020 – 06/2023 | Pune, India

- Executed quality checks and root cause analyses to enhance efficiency in Accounts Payables and Receivables.
- Developed error mitigation plans to ensure compliance and risk minimization.
- Maintained Quality Standards Documentation (QSD) for adherence to standards.
- Utilized Power BI for comprehensive report generation.
- Conducted compliance checks to mitigate financial and reputational risks.
- Coordinated with auditors and teams to enhance process control.
- Created weekly and monthly decision support decks.
- Improved processes and achieved quality goals through assessments and PKTs.

Conduent Business Services

Analyst

07/2018 – 10/2020 | Kochi, India

Accounts Payable & Accounts Receivables

- Processed and resolved PO and non-PO invoices for Accounts Payable (AP) and Accounts Receivable (AR).
- Reconciled vendor payments and customer billings, and monitored GR, IR, and Block reports.
- Prepared daily, weekly, and monthly reports, including monthly accrual reports.
- Assisted the auditing team with invoice audit queries and monitored daily SLAs.
- Verified and approved SOX payments.
- Developed and updated Standard Operating Procedures (SOPs) for process efficiency and compliance.
- Demonstrated strong attention to detail and accuracy.

SKILLS

- Proficient in using MS-Office for various applications such as Word, Excel, PowerPoint, and Outlook.
- Experience in using Excel to create and maintain reports, perform data analysis, and manage databases.
- Experienced in working with SAP ERP software.
- Skilled in executing various business processes such as purchase order creation, invoicing, and payment processing in SAP.
- Willingness to learn and adapt to new technologies and processes.
- Demonstrated hard work, determination, and good grasping capabilities to master new skills.
- Strong problem-solving skills and a positive attitude towards challenges.

CERTIFICATES

- Microsoft Power BI Desktop For Business Intelligence
- Financial planning & Analysis: Building a Company's Budget
- SAP FI GL General Ledger

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Marathi	● ● ● ● ●
Malayalam	● ● ● ● ●
Tamil	● ● ● ● ●

Maersk Global Services Centre Ltd.

Senior Associate

12/2016 – 07/2018 | Pune, India

Accounts Payable

- Processed PO and non-PO vendor invoices, utilizing OCR tools for verification.
- Managed vendor queries and coordinated with AP controlling and PCC teams.
- Prepared and verified vendor reconciliations to ensure accurate records and timely payments.
- Generated accrual reports for informed decision-making.
- Produced monthly, weekly, and daily reports to analyze financial performance.
- Handled audit queries and ensured regulatory compliance.
- Performed GR creations and reversals, and maintained SOPs for process efficiency and compliance.

Steria India Private Ltd.

Process Associate

02/2015 – 10/2016 | Chennai, India

Cash Management

- Managed cash flow and processed vendor, payroll, and tax payments accurately and on time.
- Reported and controlled payments for informed decision-making and financial monitoring.
- Managed failed payments promptly to minimize losses and maintain vendor relationships.
- Prepared weekly and monthly reports for clients, providing critical financial insights.
- Handled client queries and delivered excellent customer service.
- Processed manual payments and coordinated with AP, bank reconciliation, and payroll teams for smooth financial operations.
- Identified and resolved payment discrepancies to ensure regulatory compliance and financial accuracy.

DECLARATION

Rajan Varma
Pune