

NISHANTH MANJUNATH

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PROFESSIONAL SUMMARY

Skilled and motivated Procure to Pay leader who can balance the needs of the company with the necessity of keeping the vendor accounts current. Expertise over a range of functions including Accounts Payable, RTV and Invoice chargeback, Exception and helpdesk and vendor data management.

SKILLS

- Accounts Payable/ Invoice & RTV chargeback
- MS Office/ Power BI/ SAP R/3/ Peoplesoft/ OpenText
- Leadership/ People & Stakeholder Management
- Resilience/ Flexible/ Agility
- Technology literacy
- Motivated & Self-awareness
- Project Management
- Process Improvement/ Efficiency
- Creative & Analytical thinking
- Automation

AWARDS | IDEAS | EFFICIENCY | AUTOMATION | CERTIFICATIONS

- Lowe's Excellence | Star Performer | Best Performer | SPOT Award
- Automated **Work packet** using Power automate/query which gained efficiency of around 1000+ hours
- Automated **Biscom** (Indexing the invoices & Supporting documents) using OCR gaining efficiency of around 800+ hours
- Took over 2 new activities without adding additional headcount
- **Project Management | Scrum Master | Purchasing Foundations**

EDUCATION

- Bachelor of Commerce: Finance and Accounting 2012 in Seshadripuram College - Bangalore

WORK EXPERIENCE

Current Role – Operations Lead

Lowe's India Pvt. Ltd – Bangalore (Oct 2022 – Dec 2023)

Process Management:

- Leading the team of 17 members for Accounts payable, RTV chargeback and Trade payable support team
- Research financial anomalies, WIRE payments and make corrections as necessary
- Ensuring all the GR/IR reconciliation and vendor reconciliation is done on timely manner to close all the open PO's
- Ensuring to perform Ageing report analysis
- Strategize and identify key improvement opportunities for both business processes and technology and automation
- Ensuring the smooth closing of all the month end activities and Accruals
- Ensuring Paid-on time is achieved every month by delegating and monitoring the key activities
- Ensure that the team adheres to the process and controls and vendor policies
- Closely monitor the generic query email box and ensure the issues are being resolved within TAT
- Manage and perform the daily chargebacks and redirect duties among team members

- Provide consistent high-quality service, complying with Service Level Agreements (SLA's) and Key Performance Indicators (KPI's) and SOX
- Ensure that all incoming vendor inquiries are resolved in a timely manner and manage escalations as needed
- Maintain & monitor all the operational/control reports
- Ensure accuracy by auditing the chargebacks processed by the team member
- Gather the information for internal and external audits and assisting on request
- Continuously looking for upstream and downstream fix, identifying the loopholes and finding the solution by contacting the liaison teams, vendor analysis, volume analysis
- Collaborate with managers and partners to improve the process by evaluating and recommending changes in methods and procedures

People Management:

- Providing guidance and feedback to the team member performance reviews/performance improvement plans
- Conducting regular 1 on 1 to review the status quo of the goals
- Spot organizational inefficiencies and quickly identify solutions to those challenges
- Actively listen to employees and help them with their issues and pass on any questions or concerns to the appropriate people
- Reviewing productivity, efficiency and utilization extensively using Power BI and Prohance, acting if there is any anomaly.
- Keeping the morale of the team high and have a good efficient functioning team

Previous Role – Senior Specialist

Lowe's India Pvt. Ltd – Bangalore (Sep 2019 – Oct2022)

Operations:

- Responsible for Invoice chargeback processing. Currently working on approval (QC) and Freight claim approval.
- Responsible for achieving the production target and accuracy of team as well as individual
- Responsible for vendor analysis, mitigating the aged chargebacks and audit analysis
- Working closely with SSCM stake holders and providing team updates on regular basis
- Playing a vital role in educating the vendors on concealed shortage policy by setting up weekly calls
- Conducting daily huddle and knowledge sharing session to ensure the team is aware of process updates and changes and educating the team on audit findings
- Working on vendor enquires and providing the status within TAT
- Working towards achieving the team's objectives and goals
- Posting journal entries and Chargeback outside the workflow

Reporting:

- Preparing the Daily Management Report
- Productivity Dashboard for Power BI
- Preparing monthly dashboard and presenting it before the Ops Lead – Tracking the total inflow/outflow for the month
- Analyzing the Top 10 contributor's during the period

Previous Role - Accountant (Level 5)

Halliburton – Bangalore (Aug 2018- Sep 2019)

Exception and Helpdesk | Treasury | Travel and Expense | Vendor Master Data:

- Blocked invoice Analysis – Investigating the invoices blocked by the system due to mismatch in quantity, price between invoice and PO and taking needful action to get the blocked released.
- Performing the month end accruals & managing the spreadsheet uploads and Recurring payment
- Handling request relating to change in payment terms, match and clear, baseline date upon the Approval for immediate payment, addressing customer/vendor queries
- Reconciling the critical and non-critical vendors on regularly

- Supporting the team in planning and processing in times of high volumes& updating SOP
- Funding and Intercompany settlement - Monitoring the bank balance, review the request and approve Transferring the funds to payroll, payment and accounting team
- Managing TEM batch posting, TEM error review, attend the queries& assist employees in filing the expenses
- Monitoring and execute the auditing of expense reports ensuring adherence to company policy
- Monthly open item reconciliation and work on Debit and Credit balances
- Creating and maintaining the vendor accounts and Bank accounts for Halliburton Global Vendors
- Work closely with Supply chain management team to meet the vendor requirements
- Checking for duplicate vendors that may exist before creating/ updating the details.

Previous Role – Senior Associate

TATA Consultancy Services – Bangalore (Feb 2014 – August 2018)

- Responsible for complete Accounts Payable processes (2-way and 3-way) from indexing till payment and quality check
- Processing PO and Non-PO based invoices, discrepancy invoices, aged invoices, correction entries, discount vendors and addressing the vendor emails
- Reconciliation of vendor statement, weekly and monthly expenses
- Training and monitoring the new team member
- Posting the debit entry for pre-approved invoices and applying against the respective transactions.
- Allocating the daily work by segregating between critical and non-critical.
- Actively participating in month end activities, conducting team meetings, planning and determining the deliverables
- Preparation of SOPs for various processes.
- Participated in L&D trainings.

Previous Role-Process Associate

Hewlett Packard Enterprise Services - Bangalore(September2012–February2014)

- Processing invoices of European vendors for one of the largest manufacturing companies in France through SAP application.
- Ensuring timely processing of all invoices with TAT.
- Quality check of the processed invoices and ensuring batches are finalized daily
- Duplicate Invoice Reporting.
- Mentoring new joiners.
- Worked on parked document and releasing them for the payment
- Daily Productivity Management System.
- Coordinating with buyers, vendors and the site finance team to resolve the problematic invoices

INTEREST and HOBBIES

- Playing video games(PC) |Playing and watching cricket| Volunteering

PERSONALDETAILS

- **Date of Birth:** 11 January 1991 |**Languages:** Kannada, English and Hindi

DECLARATION

I hereby declare that the particulars of the information and facts stated here in above are true and correct and complete to the best of my knowledge and belief.

Place: Bangalore
Date:

NishanthM





