

**Akash U. Patil**

**Address** – Flat no 102, Bhoir Aparment, Wakad

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## PROFILE SUMMARY

- Finance Professional with 8+ years of proven experience in PTP-Accounts Payables-Vendor reconciliations-Query Management, Procurement and PO processing. Highly skilled at Team-handling, productivity through optimizing, streamlining, and solidifying the processes.

## KEY SKILLS: -

- Account Payable, Vendor Reconciliation, PTP Reporting, Team Handling, Inter-Company, Email Query Handling, Vendor Master Data, Payment Process, Internal Audit, and Process Improvement through Lean Concept.
- Prioritizing important tasks and ensuring they get done first and get done properly.
- Proficient with MS Office and various other forms of work related technology.
- Able to work in a busy, fast moving and target driven production environment.
- Willing to challenge current methods of work and to then identify, recommend and implement practical improvement.

## ERP & Application Experience:

- Familiar with SAP ERP System and SAP-VIM (Vendor Invoice Management)
- Familiar with BCC (Business Capture Centre) & OCR (Optical Character Recognition)
- Familiar with MS Office application

## PROFESSIONAL EXPERIENCE

### **Tata Motors Ltd.**

Senior Executive (PTP)

**From:** Nov 2019 to July 2021

**Tool-** SAP

**Re-joined:** Jan 2023 to Till Date

**Roles & Responsibilities: -**

- Monitoring team performance for AP Team to ensure activities are accurate and to establish and manage the information appropriately. Accept and notify about errors to project leads pro-actively and take corrective action immediately.
- First point of contact for clients/customers and process related updates/escalations.
- Communicate, follow up and solve invoice disputes and long aging items through calls and emails with clients.
- Responsible for keeping track on Parked/Hold invoices.
- Responsible for new joiners on boarding and process training including ERP (SAP) user guidance and support for a hand-holding period.
- Creates and maintains databases and spreadsheets to provide periodic reports to management.
- Monitor and resolve blocked invoices and solving GR/IR discrepancy.
- To carry out vendor balance Reconciliation Activity.
- Analyze Differences, close co-ordination with vendor & other relevant Stakeholders for Reconciliation.
- Preparing the SOP for the process.
- Responds to inquiries from suppliers, consultants and clients regarding the status of their payments with the help of Vendor Statements Reconciliations.
- Debit Balance Report – Checking and verification of open amount on vendor Account and directly contact with vendor for Refund or Ask for the Invoices.
- Worked on statements and query email box.
- Handling supplier queries, detecting incorrect & delayed payments, identifying the reasons for lapses and taking corrective actions.
- Perform ad-hoc tasks activity.

**Kohler LTD, Pune.**

PTP-Executive

**From:** August 2021 **to:** Dec 2022

**Tool:** SAP

**Environment:** SAP R/3 version

**Roles & Responsibilities: -**

- Managing Invoice Validation, Invoice Processing, Vendor Reconciliation, and Vendor Payment for EMEA regions.
- Vendor creation, Master Data Setup and Solving GR/IR discrepancies.

- Processing Down payment and Warranty & Commission Invoices EMEA.
- Work with Treasury team to make the payment according to schedule.
- Ensure accounts payable process meet SLA commitment and updating SOP.
- Communicate, follow up and solve invoice disputes and long aging items through call and emails.
- Answer AP related inquiries and questions from Internal and External Customers.
- Perform AP Month End Closing and prepare the Reports to Internal Customers.
- Work closely with related Parties to continue improve Accounts Payable process.
- Perform ad-hoc tasks as assigned.

**Infosys BPM Limited, Pune.**

**From:** July 2016 **to:** Oct 2019

**Process Specialist (PTP)**

**Tool:** SAP

**Roles & Responsibilities: -**

- Maintaining Smooth flow of day-to-day activities of the Accounts Payable and Invoices Posting as per SLA for EMEA Region.
- Part of UAT Automation Team, to deploy a tool called VIM (Vendor Invoice Management) in the SAP tool.
- Managing Invoice processing & meeting SLA on daily basis, Sound knowledge of Invoice Payment to the vendor, GRIR activity.
- Performed the day-to-day processing of vendor invoices to ensure that payment made on time and accurately and act on the parked invoices.
- Act as coordinator for the vendor master data team.
- Quality check of all the Business Units on daily basis.
- Allocation of invoices into the different entities for more than eight entities.
- Vendor creation and master data setup.
- Resolving the issues and Escalations from the client via Weekly Call with client.
- Communicating the Site for all the clarifications required to post all kinds of invoices like - Debit Note, Credit Note, and Accruals.

## CARRIER MILESTONES

- Stabilized the VIM (Vendor Invoice Management) implementation project with end to end Accounts Payable activity in span of 1 year in Infosys, outcome was auto-processing of invoices, which help to reduce FTE.
- Awarded with 30+ Lean Improvement Project in Infosys.

### Certification: -

- T-100 Certification for Accounting Fundamental (Infosys).
- Lean Certification
- Banking Certified course with Internship.

### Achievement: -

- Best individual performance award.
- Spot Award.
- I-Star Award

## EDUCATION QUALIFICATION

- Completed BBM (Bachelor of Business Management)  
From North Maharashtra University
- Passed Higher Secondary School Certificate (HSC)  
From Maharashtra State Board
- Passed Secondary School Certificate (SSC)  
From Maharashtra State Board

## PERSONAL DETAILS

Notice Period	-	2 Months
DOB	-	29th April 1994
Gender	-	Male
Language Known	-	English, Hindi & Marathi
Address	-	Pune, Maharashtra.

**Date:**

**Place:** Pune

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