Nitesh Soni

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An experienced professional with around 5.5 years of experience in Procure to Pay. Presently Associated with Wipro limited, Pune as Team leader Finance Operations. Demonstrated ability to quickly learn organizational processes, workflows, policies and procedures of the Company. Ability to handle overall functioning of processes & implementing processes in line with the pre-set guidelines.

Work Experience:

➢ **Current Organization:**

Company Name: Wipro LTD.

➢ **Tenure in months:** 28th September 2022 to till Present
➢ **Designation:** Team Leader
➢ **Nature of work:** Accounts Payable Profile- Procure to Pay

- Managing staff sickness levels and organizing necessary covers. Making sure all escalations are responded on timely manner and that corrective actions are swiftly taken. Providing accurate information to every team member.
- Responsible for the overall direction, coordination, and evaluation of the process and discuss with the senior manager at the start of the day to set targets and allocate duties.
- Organizing and conducting team meetings. Ensuring team members are prioritizing their work duties appropriately. Maintain healthy environment and followed all the rules.
- Responsible of overseeing the daily activities of the team. Checking on quality of work employee does, initiating participation of training as required. Providing monthly feedback to each employee.
- Conducting performance appraisal for the team and identifying any weakness and then offering coaching and mentoring to staff who requires it.
- Ensuring all records are up to date like process documents and handling complaints from customers/ Clients
- Team Size of 5 people directly is reporting to me.
- Strong customers focus (Internal& External both)
- Apart from above mentioned activity I regularly involve with the processing queue with the team and where there is need of help to team I am managing the queue and trying to maintain the same & regularly working for payment inquiry application (Base) where we resolve the query for vendor for US and Canada region.

Company Name: Infinite Technology

➢ **Tenure:** 16th July 2018 To 15 September 20222
➢ **Designation**: Project Coordinator
➢ **Nature of work:** Project Coordinator And Billing

Responsibility:

- Processing Cancellation/Reshipment/Emergency Manual Orders when request comes from Client.
- Making new Incoming products software & hardware available in System as per allocated sets.
- Sending Unit Shipment Report & Lifetime Shipment Report on monthly basis.
- Preparing commercial invoices for different clients as per rule and regulation.
- Raising PO requisition and creating PO for third party vendor.
- Issuing credit notes to customer as whenever required.
- Creating new Customer and adding new product transactions in Entitlement management system.
- Updating of old customer's product and license in Entitlement management system as per regulation.
- Review and taking actions on rejected order reports from client end.
- Engaged with Order Dispatching and Order Management Teams to fulfill of customer.
- Clearing order rejections by contacting sales support team and Customer order specialist team.
- Validation of sales order, Services and Contract Management.
- Processing of Pre-build orders and send e-mail to inventory partner.
- Invoice creation and billing upload to the customer portals.

Professional Achievements:

➢ Received **star excellence award** in the category of continuous learning for **outstanding project management**.

➢ Star performer award in Quarterly RNR

Professional Certifications:

1. Certification
   - IBM CE Essentials of Software Testing with Rational(1 month)
   - Diploma in software Testing(1 month)
2. Interpersonal:

   Leadership:
   - Guiding team and representing my team at meeting.

   Interpersonal:
   - Team work
   - Conflict resolution and problem solving

Applications Used:

MS-Access, Microsoft Outlook, Microsoft office, web portal and web designing, S4(FICO), S4 Hana, Snow IT, Backline.

Education Details:

B.E in Mechatronics Engineering from CSVTU passing Year **2013**.

Personal Details:

Date of Birth   - 24 August 1990.
Sex   - Male.
Marital Status   - Single.
Linguistic Ability   -English, Hindi
Nationality   - Indian.
Passport Detail   - L3286875
Current Address   - Flat 907, A-Wing Sky Ways Esfera, Dhanori Pune - 411047

Declaration:

I hereby declare that all the above-mentioned details are true to the best of my knowledge.

Place   **Signature**
Date: **(Nitesh Soni)**