

# MADHAV

## ACCOUNTS PAYABLE

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Noida, India

## PROFESSIONAL SUMMARY

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Results-driven Accounts Payable Team Lead with 12 years of experience overseeing and managing a team of 10 Members. Proven track record of optimizing processes, fostering team collaboration, and ensuring accurate financial transactions. Seeking a leadership role where I can utilize my expertise to drive efficiency and excellence in accounts payable operations.

## EXPERIENCE

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### Associate Manager - HCL

June 2023 - Present

- Managing a team of 10 FTEs, transitioned business from onshore to India Invoicing ,Troubleshooting, Special Handling.
- Addressing the escalation and dispute cases raised to get them resolve.
- Implemented best practices and standard operating procedures to streamline invoice processing.
- Conducted regular performance evaluations and provided constructive feedback to team members to enhance productivity and performance.
- Oversaw the reconciliation of vendor accounts and resolved complex discrepancies, maintaining strong vendor relationships and minimizing financial risks.
- Collaborated with cross-functional teams to optimize workflow efficiency and enhance communication across departments.
- Prepared and presented regular reports on team performance, key metrics, and process improvements to senior management.
- Allocation of tasks to the team.
- SOP creation and timely update of SOP.
- Proficiently managed transactions originating in Egypt and Turkey, handling currencies in EGP and Turkish Lira.
- Facilitated processing of invoices in various currencies including USD, GBP, AUD, and EURO.

### Assistant Manager - Genpact India Pvt Ltd

Nov 2011 - June 2023

- Worked in various roles such as Process Developer and Management Trainee since November 2011.
- Prepared payments for APAC region with 100% audit, checking duplicate invoices via DAT.
- Managed payment modes including check, manual wire transfer, employee wire transfer, and direct debit.
- Oversaw daily and weekly activities of teammates, maintaining a Daily Master Tracker.
- Updated bankbook daily for each transaction.
- Prepared JE (Journal Entry) per client instructions and handled intercompany payments and fund transfers monthly.
- Resolved vendor queries and resolved within agreed SLAs.
- Conducted month-end activities including reviewing GR/IR reports, preparing AP Aging reports, Direct Entry reports, R-Block/B-Block reports, AP Clearing reports, OPEN PO reports, and Top 10 Vendor reports.

## SKILLS

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- Hands-on experience on SAP, DAT tool, BI Portal, Citi Bank Portal.
- End to end knowledge of P2P Cycle (Procure to Payment).
- Having good knowledge on MS Office (Excel, Power Point Presentation).
- Confident and self-motivated; adjusted several times in challenging environment.
- Managed work of teammates

## EDUCATION

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- Bachelor's in Commerce (B.COM) - Delhi University
- Master's in Business Administration (MBA) - IMT Ghaziabad

## ACHIEVEMENTS

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- Achieved several Bronze, Silver and Customer Awards.
- Best trainer award for AP training to new resources.
- Got appreciation certificates for best performance.