



# ABHISHEK GUPTA

ACCOUNTS PAYABLE & RECEIVABLE MANAGER  
PROJECT MANAGEMENT | US ACCOUNTING

+91 9795163633

abhishek.gupta1548@gmail.com

SSI/306 Sector-A Jankipuram  
Lucknow

## EDUCATION

### Bachelor of Computer Applications

Integral University  
2015 - 2018

### Masters of Computer Applications

Integral University  
2018 - 2020

## EXPERTISE

Team Management  
Invoice Processing  
Vendor Management  
Bank Reconciliations  
Quality Management  
MS 365 Suite  
Client Engagement  
Reporting & Documentation

## LANGUAGE

English  
Hindi

## Experience

Oct 2019- Apr 2020  
ARDEM Incorporated

### Accounts Payable Analyst

- Worked as AP (Accounts Payable) Analyst.
- Processed invoices in SAP Concur.
- Created Vendors in GP

Apr 2020 - Nov 2020  
ARDEM Incorporated

### Accounts Payable Team Lead

- Worked as a QC AP Analyst.
- I have done Wire & ACH payments on the City National Bank & JP Morgan Website.
- I have done quality check (review) of the work of the analysts
- Managed multiple projects simultaneously with a team size ranging from 15 to 18 members.

Nov 2020 - May 2024  
ARDEM Incorporated

### AP/AR Project Owner/Manager -

- Worked closely with US clients to deliver high-quality work.
- Managed multiple SAP Concurrent complex, global, multi-phased implementations following SAP Concur's implementation methodology.
- Handled and escalated complex or high-priority discrepancies or issues related to invoices, payments, or vendor relationships.
- Collaborated with other departments, such as procurement or finance, to resolve cross-functional issues.
- Documentation, communication and presentation skills that support accurate and concise messaging.
- Experienced and comfortable working with culturally diverse outsourced on/offshore staff for Project work and Production Support (Run) service delivery
- Provided training and development opportunities for the accounts payable team members to enhance their skills and knowledge in the field.
- Experience in SAP Concur Implementation and Production Support

### Experienced/Specialized In -

- Net Suite
- SAP Concur
- JD Edwards
- JP Morgan Website
- QuickBooks
- Microsoft Great Plans
- JIRA
- Coupa
- Ariba