



ABHISHEK GUPTA

ACCOUNTS PAYABLE & RECEIVABLE MANAGER
PROJECT MANAGEMENT | US ACCOUNTING

+91 9795163633

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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