



## Nikita Diwate Process Specialist

### ↳ Contact Information

- +91-9049766096
- Nikitadiwate@gmail.com

### ↳ Achievements

- Accomplished remote transition for 3 countries for P2P process which includes; Invoice Posting, Vendor Payments, Vendor data management, Travel & Expenses, Vendor reconciliation, Cash forecasting & Vendor query
- Awarded with Infosys star award
- Performance acknowledged and rewarded by client and top management through ramp & Client Awards

### ↳ Skill

- Operations Management
- Finance & Accounting
- Team Management
- Business Analysis & Data Analysis

### ↳ Functional Tool

- SAP
- Blackline
- Service Now
- MS-Office

## Profile Summary

- ✧ An Accounting professional with 9+ year of experience in Finance & Accounting domain. A result-oriented business professional with proven ability in managing own task and customer & vendor management
- ✧ A dynamic professional with diversified experience in Accounts payable process
- ✧ Expertise in working with multicultural environments and demonstrated abilities in cementing healthy relationship with the clients for generating business
- ✧ Effective process expert & communicator with strong analytical, problem solving & organizational abilities

## Work Experience

Employer	Infosys BPM Ltd
Designation	Process Specialist (Account Payable)
Duration	May 2021 to Till Date

### Key Responsibilities

- Oversee daily activities, including leading and supervising a team, managing invoice processing, vendor payments, and driving process improvements to meet SLA, TAT, Quality, and Productivity targets.
- Establishment of a pilot process for a leading retail client, setting up the entire accounts payable process in collaboration with the Manager.
- Lead a team of 6 FTEs in executing the accounts payable process, ensuring efficiency and adherence to deadlines.
- Accountable for weekly and month-end closing activities, ensuring accuracy and timeliness in financial reporting.
- Execute transactions in accordance with SLA requirements and review transactions of other associates, providing feedback and maintaining transaction quality standards. Publish transaction quality scores to senior management.
- Prepare and publish weekly and monthly performance reports for the team, highlighting key achievements and areas for improvement.
- Develop and distribute monthly KPI/PI reports and Monthly Review Dashboards to track performance metrics and monitor progress.
- Conduct weekly review calls with clients to discuss process transactions and ensure alignment with quality standards and expectations.
- Conduct process trainings for the team to enhance skills and knowledge, supporting their growth and ensuring adherence to process guidelines.

Employer	Lotus Multispecialty Hospital, Pune
Designation	Accountant
Duration	Nov 2015 to May 2021

#### ↳ Scholastics

- B. Com – Amravati University [2008-2011]
- HSC – Maharashtra Board [2007-2009]

#### ↳ Personal Dossier

- Address: Ranjan Height, Ravet, Pune, Maharashtra
- DOB: 2<sup>nd</sup> Sept 1990
- Marital Status: Married
- Languages: English, Hindi, Marathi

#### Key Responsibilities

- Validate invoices, purchase orders, and supporting documents, ensuring compliance with government regulations.
- Manage accounts payable/receivable and maintain company ledgers in accordance with guidelines.
- Coordinate with external auditors and assist with quarterly audits, ensuring timely completion of financial records
- Supervise accounts team to ensure accurate and timely completion of tasks.
- Prepare financial statements and reports summarizing current financial status for management review.
- Conduct account reconciliations, handle queries, and oversee month-end activities, sharing summary reports with management.

Employer	Maruti Steel Fab, Pune
Designation	Account Executive
Duration	Nov 2011 to Apr 2014

#### Key Responsibilities

- Prepare and upkeep financial records such as ledgers, journals, and trial balance, ensuring accuracy and compliance with accounting standards.
- Conduct thorough reconciliation of bank account statements, verifying transactions and balances to ensure financial accuracy and integrity.
- Provide valuable assistance in managing accounts payable and accounts receivable functions, facilitating smooth processing and timely payments.
- Collaborate effectively with audit teams, providing necessary support and documentation to facilitate comprehensive audits and ensure regulatory compliance.
- Perform vendor reconciliation processes, meticulously matching accounts and transactions to maintain accurate financial records and foster strong vendor relationships.

#### Declaration

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place: Pune

Signature: Nikita Diwate