

Anju Borkar

Contact: 9993332183/ 7977039153, Email Id : anju86.randhawa@gmail.com ; anjubirds@gmail.com

Dedicated and detail-oriented finance professional with 13 years of experience in Accounts Payable seeking to leverage expertise in optimizing AP processes and driving efficiency. Proven track record of streamlining workflows, reducing costs, and ensuring accuracy in financial transactions. Ability to review and record invoices from vendors to ensure accuracy in billing, verifying vendor invoices, and ensuring timely payments. review general ledger account numbers and where appropriate, generate and distribute checks to applicable vendors, and input data into the accounts payable processing system on a timely basis.

Professional Experience:

Freelancing -Accounts Payable

April 2023 to present

Managed AP processes for multiple clients, optimizing workflows and ensuring accuracy. Implemented process improvements, conducted audits, and provided timely financial reports.

Process leader (Accounts payable) Capita India Pvt Ltd Jun 2018 to July 2021

- **Spearheaded the Accounts Payable team**, overseeing the end-to-end process for **invoice processing, vendor payments**, and expense reimbursements.
- Implemented **process improvements** resulting in reduction processing time and decrease in error rates.
- Developed and maintained key performance indicators (**KPIs**) to monitor team performance and identify areas for improvement.
- **Conducted regular training sessions** for team members to enhance skills and ensure compliance with company policies and procedures.
- Collaborated with cross-functional teams to resolve issues, implement system enhancements, and optimize **vendor management**.
- Prepared **month-end and year-end reports, reconciliations**, and analyses for management review.

Sr. Executive (Accounts Payable) Capita India Pvt Ltd Aug 2015 to Jun 2018

- Worked for fashion brand – LIPSY(NEXT): Handling **Accounts Payable** on Citrix Platform. Matching of PO invoices – **3-way matching**: Assigning GL, Cost Center, Project Codes.
- Processed high-volume invoices accurately and efficiently, ensuring adherence to company policies and regulatory requirements. **Paying supplier's bills** within agreed time frames.
- Managed **vendor queries** and discrepancies, promptly resolving issues to maintain positive vendor relationships.
- **Reconciling invoices** that are pending in the queue with the stock that has been received
- Reconciling all the **debits note** requests with the warehouse report received
- Contacting supplier for **weekly statements**.
- Preparing **monthly accruals** for stock which is received but not billed for and stock which is received and billed for.
- **Preparing freight accrual**. Raising Debit notes.
- Assisted with the implementation of new accounts payable software, providing valuable insights for customization and user training.
- Conducted regular audits to identify discrepancies and mitigate financial risks.
- Prepared **weekly cash forecasts** and assisted with cash flow management.

Transition Experience in London-UK - Two Months

- Posted in London-UK for the transition of Accounts Payable reporting process.

- Processing and logging incoming calls into the CRM system.
- Identifying customer needs and forwarding and escalating inquiries to relevant individuals and departments.
- Contacting customers to give them accurate feedback on the progress of their inquiries.

PS To Chairman**Simplex Engineering and Foundry Works Ltd****April 2012 to April 2014**

- Provide general secretarial / administration support to senior managers & Directors.
- Organizing external / internal meetings attending them and taking minutes.
- Liaising with other staff regulatory authorities, suppliers, and clients etc.
- Responsible for answering & screening telephone calls & face to face enquiries.
- Making appointments and arranging travel and accommodation.
- Raising purchase orders, expense claims and arranging invoices.
- Maintaining and enhancing the working environment of the department.
- Carrying out routine administrative duties like photocopying and filing etc.
- Writing reporting and briefing papers and making presentations.
- Dealing with incoming emails, faxes, and post.
- Producing board meeting papers, agendas, and facilities for meetings.
- Responsible for stationery acquisition including periodicals and subscriptions.
- Involved in recruitment, budgets & accounts, managing junior staff & HR issues.

Purchase Officer**Simplex Engineering and Foundry Works Ltd****June 2010 to March 2012****Purchase management**

- Managed purchase functions including procurement planning, raw material procurement, and vendor management.
- Development of alternative local sources for imported raw materials to reduce cost.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Inviting and allotting tenders.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

Vendor Development

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.

Marketing Executive Simplex Engineering and Foundry Works Ltd**August 2008 to May 2010**

- Searching New Vendors / Parties on different B2B & B2C Websites
- Approaching them through Circulars, Catalog, Pricelist or Stocklist by mail, Fax or any other method
- Submitting the quotation against Enquiries with correspondences for achieving orders
- Sending Pro-Forma and making Release Orders
- Preparation of Price List.
- Updating daily report related to Sale / Purchase
- Reports update in ERP Module i.e Marketing, Purchase, Store, Execution and Accounts & Finance

KEY SKILLS AND COMPETENCIES

- Proficient in Accounts Payable software (ERP, SAP and Citrix)
- Strong understanding of accounting principles and financial regulations
- Excellent analytical and problem-solving skills
- Effective communication and interpersonal skills
- Ability to work independently and collaboratively in a team environment
- Attention to detail and accuracy
- Documentation, research, resolution, data analysis and multi-tasking skills.

PROFESSIONAL QUALIFICATION:

- M.B.A, (HR & Marketing) FROM CSVTU University in 2008-2011
- Master of Arts in Public Administration Pt. Ravishankar University 2006
- Bachelor of Arts in Economics from Pt. Ravishankar University 2004

PERSONAL INFORMATION

Father's Name : Mr. Purushottam Kumar Borkar
Husband's Name : Pradeep Singh Randhawa
Date of Birth : 8TH SEP
Marital Status : Married

I am with indication to learn and take on new challenges. Give a chance I shall prove my mettle.
I hereby declare that all above statements are true and correct to the best of my Knowledge.

Place : Pune
Date :

ANJU BORKAR