

Nitin Taral



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Objective

Total 9+ yrs of corporate experience in Accounts payable domain highly skilled in Invoice Processing , Quality checking, Month End Reporting, Work Allocation, Solving Help desk queries, Vendor Reconciliation, Purchase Requisition creation, PO Creation, GRN creation etc. Across all P2P process. Worked on different ERP like SAP , Efast, Cora etc process all type of Invoices like PO & Non PO vendor invoices , Shipping /Brokerage/ Admin Etc. Highly Motivated & eager to learn new things , stong motivational and leadership skills . Ability to produce best results in pressure condition, Ability to work Single contributor.

Experience

- **Genpact** Feb 2023 -
Assistant Manager
 - Prepared and maintained work and audit allocation file on daily basis.
 - Handling Team Queries. Managing Attrition, Leave, Attendence Trackers and related team management activities.
 - PO & Non PO invoice Processing
 - New Team member invoice Quality Check.
 - Managing training session for new joiners.
 - Vendor Reconciliation / GRIR Reconciliation
 - Working on Vendor open items , Follow-up with vendor and clear.
 - Month end closing Activities.
 - Prepare Management Reports and dashboard on regular basis.
 - End to end knowledge in Help desk.
 - Working with Procurement Team for Create Purchase Requisition, PO, GRN as per business Requirement.
 - Regular connect with client for process discussion, queries and improvement plan.
 - One o One discussion with team member in every month.
 - Prepared SOP as per Process Map.
 - Run scripts in JIRA Application.
 - Working in transition process.
- **TCS** Apr 2015 - Jan 2023
Business Process Lead
 - Work closely towards AP management
 - Daily meetings with team for morning allocation and day end status
 - Preparation of Daily, monthly reports: MIS, Dashboard, PPT,
 - Conducting team meetings as per requirement
 - PO & NON PO invoice Processing
 - Experience in query handling on end to end of P2P activity.
 - Generate dashboard and publish reports as required by management
 - Process credit Notes.
 - Respond to all vendor enquiries
 - Reconcile vendor statements, research and correct discrepancies.
 - Presence of mind in critical issue, Ensure nil escalation.
 - Training new joining regarding the process.
 - Tracking the daily processing count for the whole team and guiding to keep all the activities.
- **Capital First** Sep 2014 - Mar 2015
Relationship Officer
 - Checking KYC document
 - Filling Customer details in System

- Gold Appraisal Process.
- **Fedbank Financial Service Ltd** Feb 2013 - June 2014
Jewel Loan Officer
 - Responsible for appraising the gold ornaments.
 - Handling completely branch activities
 - Verify Customer documents as per KYC norms.
 - Filled customer details in portal.
 - Doing Audit activities
 - Branch Activities - Fresh loan disbursement, Loan Closure, Loan Renewed.
 - Prepared Reports on Daily, Weekly & Monthly as per management required.

Education

- **Pune University** 2010
B.Com
First Class
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Skills

SAP S4 HANA / SAP ECC CORA Microsoft Excel Microsoft Office / PowerPoint JIRA Script

Achievements & Awards

- TCS - Received Client Appreciation Award for clearing Backlog invoice data. Star Performer FY 2021-2022
 - Genpact - Received Client Appreciation email for process overdue Invoices & GRIR backlog data.
 - Genpact - Star performer of March 2024 Month
 - Genpact - 2 GOLD awards received from Clients in April 2024.
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Activities

- Playing Cricket & Chess Watching Movies
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Languages

- English
 - Hindi
 - Marathi
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Additional Information

Completed English Typing 30 WPM
MS- CIT