



Ankit Saxena

Accounts Payable Specialist

 **Phone**
+(91) 9769271620

 **Skype**
ankit.saxena939

 **Address**
Panvel, Navi Mumbai - 410206

 **LinkedIn**
www.linkedin.com/in/Ankitsaxena2512

 **E-mail**
saxena.ankit2512@gmail.com

Profile

Accomplished accounting professional with over 14+ years of experience overseeing accounts payable and general ledger functions. Skilled in ensuring accuracy, compliance, and efficiency in transactions.

Proven track record of introducing and implementing AP automation solutions, resulting in significant reductions in processing time, error rates, and redundant steps. Committed to continuous learning and staying abreast of the latest technologies.

Dedicated to facilitating smooth and transparent operations within the accounting department to drive company success and growth

Education

Masters Of Business Administration (MBA) | 2012 - 2014

ITM Business School | Mumbai, India

Bachelor of Commerce (B.COM) | 2006 - 2009

Pillai's college of arts, science and commerce | Mumbai, India

Language

English	★★★★★
Hindi	★★★★★
Arabic	★★★☆☆

Technical Skills

- Financial Reporting
- Regulatory Compliance
- Taxation Knowledge
- Financial Analysis

Work Experience

P2P Accountant

2021 - Present

TRT Solutions Ltd | Philippines | (Remote)

- Expertly conducted comprehensive account analyses and posted accurate monthly journal entries, adhering to established accounting principles.
- Executed precise monthly bank reconciliations and delivered detailed General Ledger (GL) account analysis.
- Efficiently managed and executed month-end closing procedures, ensuring timely financial reporting.
- Ensured meticulous GL coding for expense reports, optimizing accuracy in bank and credit card reconciliations.
- Fostered effective communication with external stakeholders to expediently resolve financial discrepancies.
- Processed vendor transactions with scrupulous attention to policy compliance, achieving 100% accuracy in payables.
- Enhanced departmental operations by promoting a culture of transparency and efficiency in financial transactions.
- Innovated and applied robust internal controls, significantly reducing error rates by 22% and bolstering financial integrity.

Assistant Manager

2021 - 2021

Shriram Transport Finance Co Ltd | Mumbai, India

- Spearheaded a dynamic team of 15-20 accountants, enhancing productivity through weekly personalized mentorship, achieving a 46% improvement in issue resolution efficiency.
- Streamlined vendor contracts, negotiated savings, and ensured audit compliance.
- Fostered interdepartmental collaboration as a key liaison, streamlining invoice dispute processes and accelerating resolution rates by 46%.
- Managed daily banking operations, including meticulous cash flow tracking and strategic forecasting analysis.
- Ensured meticulous compliance with T&E policies by systematically compiling monthly employee expense reports and securing requisite documentation.
- Contributed to audit processes and undertook additional responsibilities, demonstrating versatility and commitment to organizational goals.
- Diligently verified and reconciled vendor accounts against contracts, efficiently maintained payment schedules, and led month-end activities specific to the team.
- Negotiated contract amendments with vendors, securing substantial cost savings and circumventing additional fees through strategic vendor management.

Senior Executive

2018 - 2021

Shriram Transport Finance Co Ltd | Mumbai, India

- Streamlined invoice approval workflow, achieving a 30% increase in efficiency by eliminating non-value-adding steps.

Soft Skills

- Microsoft Office Specialist
- Meticulous in Accounts Payable
- Consistently meet deadlines
- Result Oriented
- Adaptability
- Attention to detail
- Power BI Developer Skill
- Leadership
- Integrity
- Time Management
- Customer Relation/Service

Achievements / Awards

- Expertly managed the Order-to-Cash (O2C) cycle, showcasing outstanding performance that led to a rapid promotion within two years and a consistent top quartile ranking among peers.
- Spearheaded the development and integration of innovative systems and software, achieving substantial time and cost efficiencies.
- Successfully revamped an antiquated legacy system, cutting processing times by 50%.
- Honored with the "Best Employee of the Month" award in February 2019 for uncovering billing discrepancies and executing cost-reduction strategies.
- Conducted an in-depth financial analysis, pinpointing 10 key areas of excess expenditure and slashing monthly costs by 0.5 million

Certifications

- MO-100 Word, MO-200 Excel, MO-300 PowerPoint Associate
- Basic to Advanced Microsoft Power BI
- How to Be an Adaptable Employee during Change and Uncertainty

Personal Details

- Married
- 34 Years
- 2 Dependents

Hobbies

- Photography

Work Experience

- Transitioned to an advanced AP automation system, cutting processing time by 50% and successfully integrating an ERP system.
- Upheld a 100% compliance rate in transaction entry, ensuring adherence to company policies.
- Fostered team stability and engagement by introducing personalized 1-on-1 mentorship and comprehensive 360-degree feedback reviews.
- Developed and enforced clear cash management protocols, optimizing invoice processing and favoring electronic transactions.
- Revitalized AP training program, expediting the onboarding process and enhancing team proficiency in AP operations.
- Delivered a 13% boost in accounts payable throughput due to superior typing speed, organizational acumen, and time management.

Executive

2016 - 2018

Shriram Transport Finance Co Ltd | Mumbai, India

- Leveraged ERP systems to exceed AP processing goals by 30%, ensuring seamless transaction support and full assistance.
- Meticulously reviewed and processed payment transactions, achieving a 20% decrease in cheque/DD cancellations through proactive issue resolution.
- Enhanced invoice booking accuracy by 40% by adeptly managing inquiries and resolving AP discrepancies.
- Developed and delivered impactful PowerPoint training, accelerating team proficiency in process flows by 70%.
- Conducted thorough account analyses, resulting in a significant 60% reduction in variable costs.
- Fostered interdepartmental collaboration to maintain precise expense coding, optimizing financial accuracy.

Assistant Executive

2012 - 2016

Shriram Transport Finance Co Ltd | Mumbai, India

- Enhanced administrative efficiency by 10% through the implementation of an effective documentation system.
- Maintained flawless communication channels with team and management, achieving a 100% error-free communication record.
- Revolutionized invoice management by eliminating tedious processes, achieving a 100% improvement in workflow efficiency.
- Efficiently processed up to 150 invoices daily, including meticulous preparation of expense reports and payment memos.
- Diligently managed project stock and supplies, ensuring resource availability and operational readiness.
- Conducted thorough verification of invoice extensions and totals, rigorously auditing for discrepancies in items, prices, and signatures.

Junior Executive

2009 - 2012

Shriram Transport Finance Co Ltd | Mumbai, India

- Spearheaded meticulous management of electronic and petty cash transactions, ensuring precision in financial data entry.
- Excelled in processing invoices, mailings, and purchase orders, achieving top-tier data entry speed among peers.
- Expertly handled all accounts payable responsibilities, encompassing invoicing, processing, verification, and reconciliations.
- Managed 20% of administrative operations, including systematic filing, comprehensive reporting, and asset tagging.
- Maintained unwavering accuracy in the verification and maintenance of all company documentation and financial records.