

Mr. Parmeshwar T Chendkapure

MBA-Finance

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Key Skills & Competencies: -(9 Years' experience in AP/P2P/Vendor Master Data/Helpdesk/Vendor Queries/Invoice Processing/Vendor Payment/T&E Concur)

- i) User knowledge in ERP System SAP FICO, Concur, Ariba, OEMS, MS-Office and Tally 9.1
- ii) Sound knowledge of P2P domain & key metrics from an end-to-end perspective of Accounts Payable.
- iii) Proven ability to manage all works alone in month end / Year end iv) Strong decision making and critical thinking skills.
- v) Able to motivate and lead others in a team environment.
- vi) An ability to build rapport and trust quickly with colleagues. vii) History of delivering results with deadlines.

Career Objectives: -

My objective is to contribute best individual efforts in achieving the organization goals and to continue self-development by way of learning new things. I am ambitious and determined. I have ability to work in any circumstances.

PROFESSIONAL EXPERIENCE: -

I: Dana India PVT LTD SR AP ANALYST (P2P Account Payable)

1st APR 24 to till Date.

- Working as SR AP ANALYST in Dana
- Handling crucial corporate plant.
- Processing all critical Non-PO invoices
- Performing GR/IR clearing activities
- Handling Supplier query mailbox

II: Genpact Management Trainee AP (TEAM LEAD)

10th July 23 to 31 Mar24.

- Working as Management Trainee (TEAM LEAD) in accounts payable.
- Leading 12 People VMD Team. Provided training, allocate daily work and reviewed all daily assignments.
- Supervised accounts payable 12 people staff and achieved all targets together.
- Managed departmental schedule, vacation and overtime to assure adequate staffing.
- Saved 2Hrs of daily production by contributing to automation reducing manual email allocation to Macro allocation and creating Macro for Status-40 report.
- Trained and created developmental plans for all VMD team.
- Creating New Vendor& New Employee set up.
- Reviewing and unblocking all vendors created by team.
- Working on all return payment & Void cheque requests
- Managing All banking change, Vendor extend, Vendor changes request.
- Working on Error code resolution and banking confirmation
- Prepare daily work allocation and distribute with team.
- Processing vendor payment on time.
- Prepare weekly AP Status 40 Ageing Report and present to Finance Manager of respective Location. Follow up on Overdue Invoices.
- Prepare weekly process report and share with respective location Finance Manager.
- Managing generic email section and action on them within TAT with proper resolution.
- Managing Critical vendors for global (APAC, EMEA, RIOM, and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.

- Managing all team lead activity (team meeting, preparing monthly/ daily reports).
- Working on all Intercompany request like, IC vendor/ Customer creation/modification/extension.

III: Eaton Technologies Ltd Pune

Associate Analyst AP/Vendor Master Data

Oct'17 to 9th July 2023

- Working as Associate Analyst for Accounts Payable & Vendor Master Team
- Creating New Vendor& New Employee set up.
- Working on all return payment & Void cheque requests
- Processing vendor payment
- Managing All banking change, Vendor extend, Vendor changes request.
- Working on Error code resolution and banking confirmation
- Working on Status 40 Requests to make payment on time.
- Prepare daily work allocation and distribute with team.
- Achieve the targets within given time.
- Prepare weekly AP Status 40 Ageing Report and present to Finance Manager of respective Location. Follow up on Overdue Invoices.
- Prepare weekly process report and share with respective location Finance Manager.
- Managing generic email section and action on them within TAT with proper resolution.
- Arrange weekly team meeting on behalf of team lead to discuss process updates and prepare plan of action to accomplish targets.
- Provide process training to team and new joined members.
- Managing all intercompany requests and publishing the IC report to senior management on monthly basis.
- Overseeing Critical vendors for global (APAC, EMEA, RIOM, and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.
- Involving in the month end activity.
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Managing all team lead activity (team meeting, preparing monthly daily reports
- Handling RIOM Germany Brazil EMEA US Italy France Morocco Romania regions.
- Working on all Intercompany request like, IC vendor/ Customer creation/modification/extension.
- FK09 Confirmation /Error code resolution.
- Creation of SOP for entire Accounts Payable (Invoice Processing, ICC Validation, Workflow Exception and Vendor Master Data)

Vendor Payment -

- Validating unpaid invoices ageing report on daily basis and make sure that we are paying the invoices to the vendor within the due date.
- Ensuring payment to the clients within the specified time limit daily.
- Following up with VM Team on rejected payments.
- High value invoice audit done on daily basis.
- Processing and validating employee claims on time.
- Ensuring all vendor data updated correctly.
- Follow-up on debit balance recovery.
- Looking after vendor reconciliation has been done for the outstanding invoices on regular basis for critical vendors.

KEY ACHIEVEMENTS

- 1) AWARDED AS A RISING STAR AWARD WITHIN SIX MONTHS FOR QUICKLY LEARNIG ALL PROCESS.
- 2) Received Quarterly Award in April 2021.
- 3) Received near about 100 client Appreciation emails.
- 4) Received 3 Monthly and 2 Quarterly Awards

IV: Wipro BPS Ltd Pune

Senior Account- Accounts payable on SAP

April'17 - OCT'17

- Invoice processing - non-PO based and PO based. (Two way and three-way matching).
- Consignment Posting
- Handling Vendor Queries
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Approving Urgent Payment request through Ariba Tool.
- Vendor Reconciliation
- Vendor Queries.
- Preparing daily workloads for staff & co-coordinating the daily allocation of work.
- Worked on Traveled & Expenses Concur Tool (to approve employee claims)

KEY ACHIEVEMENTS

1. APPRICIATED AS A QUICK LERNER AND HAVING EYE FOR DETAILS IN APAC – AP PROCES.
2. Received Spot Award (Within 3 Months)

V: Infosys BPO Ltd**Junior Process Executive – IP-P2P/ T&E Concur Accounts Payable****April 2015 – April 2017**

- Transitioned Accounts Payable Process of Mexico.
- Preparing daily workloads for staff & co-coordinating the daily allocation of work.
- Handling client enquiries and acting as the face of the business.
- Provided Training to junior and new member of team.
- Managed 4 people's team.
- Monitoring & reporting on standards & performance targets (like Productivity Report, Daily Operation Snapshot to the Client).
- Updating SOPs for the process & capturing of process deviations.
- Arranging weekly team meetings, focusing on targets & achievements and prepare Minutes of Meeting.
- Providing prompt and accurate information on individual performance.
- Achieve the targets with optimum utilization of available resources.
- Managing team to complete "Quality and "on time" processing.
- Helping other team to reduce and streamline the process.
- Vendor Master Change Request to MDM Team
- Invoice processing - non-PO based and PO based. (Two way and three-way matching).
- Vendor Reconciliation.
- AP Invoice Ageing Report & following up on 60 Days + Invoices.
- Follow up on Parked & Blocked Invoices.
- GR/IR Analysis.
- Prepare and book AP Accruals every month.
- Prepare Vendor Account Clearing Report
- Vendor balances reconciliation.
- Provide on the job training to new joiners.
- Managing Critical vendors for global (APAC, EMEA and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.
- Regularly monitor the A/P ageing report and follow-up on any credit notes/missing invoices.
- Involving in the month end activity.
- Prepare accrual journals to cover all outstanding purchase orders received without an invoice as well non-PO invoice those are pending for approval in system.
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Consignment Posting
- Worked on Traveled & Expenses Concur Tool (to approve employee claims)

KEY ACHIEVEMENTS

- 1) APPRICIATED AS EXTRA MILE AWARD FOR BEST EMPLOYEE OF THE YEAR.
- 2) APPRICIATED AS RISING STAR AWARD FOR COMPLETING CRITICAL TRANSITION
- 3) APPRICIATED WITH FIVE TIME SPOT AWARDS FOR EXAMPLARY PERFORMANCE IN UPHOLDING THE SPIRIT OF INFOSYS BPO.

4) SUCCESSFULLY ACHIEVED STREAMLINING CRITICAL VENDOR PROCESS, HAVING HIGHEST PRODUCTIVITY AND ACCURACY IN THE TEAM, AND APPRECIATED FOR SAME.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

- Master of Business Administration from Indian Institute of Business Management, Pune – 2014.
- Bachelor of Commerce from SRTMUN University, Nanded 2012.
- H.S.C. from Latur Maharashtra Divisional Board – 2007.
- S.S.C. from Latur Maharashtra Divisional Board - 2005.

PERSONAL DETAILS

Date of Birth	:-	09/02/1989
Gender	:-	Male
Marital Status	:-	Single
Blood Group	:-	A+
Language Proficiency	:-	English, Hindi, Marathi
Passport No.	:-	N5872349 (Valid till 11/01/2026)
Hobbies	:-	Travelling, Swimming.
Strength	:-	Quick Learner, Straight Forward, Positive Thinker, Good team player.