

Pawel Choukikar
M.COM

Contact no. (M): 9850727745
Email:pawel.choukikar@gmail.com

Accounts Payable professional with proven expertise in Invoice processing, Payment Run activity, Payment Forecast, Query handling, Payment Proposals, Payment authorization, Statement Reconciliation, Reporting and Training. Have completed crucial pilot projects in different processes.

PROFESSIONAL EXPERIENCE –

Total years -11+ year experience as Accounts Payable, Auditing payments data Vendor's & T&E Payments

➤ Worked with **EXL Services India Pvt Ltd, Pune.**

- Company Designastion : **Assistant Manager- Operations**
- Duration : 12 September 2022 to 14th April 2023.
- Location : Cybercity Tower 12, Magarpatta City, Pune.

ROLES & RESPONSIBILITIES

- Managing Accounts Payable team of 10 FTE.
- Manage teams and ensure quality and productivity targets are met.
- Communication with Client daily on process update and handle escalations.
- Managing different currency invoices including PO & non PO.
- Handling Vendor query on regarding Payment & Invoices.
- Handling and Monitoring Payment run process on Fortnightly basis.
- Monitoring daily productivity and work allocation as per SLA.
- Creating weekly team dashboard for Management.
- Provide coaching and feedback to team members to enable them to improve their performance.
- Motivate team members and control attrition.
- Assists new hires such that they are productive on the floor in the shortest possible time frame.
- Provide inputs on process and systems to the team members.
- Helping Operation Manager for monthly incentive data preparation for entire process.

➤ Worked with **CAPITA INDIA PVT LTD, PUNE.**

- Company Designation : **Sr.Finance Operation**
- Duration : 28 November 2014 to till 30 July 2022
- Location : SEZ B1,Magarpatta City , Pune.

ROLES & RESPONSIBILITIES

- Managing Team of 8 People
- Work allocation to teams' members, monitoring daily productivity.
- Weekly call with Client for process update, work status and if any escalation.

- Invoice downloading from different portal of clients.
- Managing Invoices for various currency and distributing among teams for processing.
- Communication with Vendor for any dispute invoice and payments.
- Providing swift copies to vendors.
- Handling various payments (**CHAPS, BACS, SEPA, Cross Border Payments**)
- Payment file upload to various bank sites.
- Creating payment proposal file and handling weekly payment run process.
- Making sure payments are made timely and accurately as per calendar.
- Examine, follow-up with vendor and provide efficient resolution for on hold invoices.
- Reconciliation of Vendor statement for past due payments.
- Preparation of SOPs, Process document and flow chart.
- Handling Month end closing activity.
- Vendor creation & management.
- Process Training to new team member.
- Provide coaching and feedback to team members to enable them to improve their performance.
- Creating weekly and Monthly Reporting.
- White belt certified.

➤ Worked with **PRGX INDIA PVT LTD, PUNE.**

- Company Designation : **Associate Auditor (US Client)**
- Duration : 14 Jun 2010 to 29 Jan 2013
- Location : Pune

ROLES & RESPONSIBILITIES

- Invoice processing and registering.
- END-END Validation and Approval of Vendors invoice.
- Quality check of Invoice processed by team member.
- Monthly vendor's statement Reconciliation.
- Email communication with Client and vendor regarding payment and other query.
- Auditing accounts data, Duplicate payments records.
- Analysis and reconciliation of the data.
- Worked on multiple projects as Process Leader.
- Preparation of Process document and flow chart.
- Always meet deadline of Projects and delivered on time.
- Identifying improvement opportunities and driving the idea generation in the process
- Conducting Process training for new employee and existing employee.

SPECIFIC ACHIEVEMENTS

- **Eagle Eye Award** – For high quality consciousness and process improvement.
- **William Tell** – For being highly skilled and competent in my work area.
- **Thumbs Up Award** – For devising Training programs.
- Represented Fun, Sports and Transport Committees in PRGX India.

PROFESSIONAL & SOFT SKILLS

- Sound knowledge of Accounts Payable P2P process .
- Ability to interact with huge clients and convey cogently
- Ability to work on new problem/unseen problems
- Delivered excellent customer service while working with clients on a daily basis on-going technical projects
- Interacted with clients, Accounts payable team and utilized excellent organizational skills to arrange implementations on the ongoing project
- Served as a liaison between clients and staff to resolve client's problems and implement long and short term solutions

ABILITIES

- ✦ Ability to work independently and take initiative
- ✦ Demonstrate good team work
- ✦ Ability to work together with colleagues of various business areas across the region
- ✦ Good time management and the ability to priorities
- ✦ To ensure that all the tasks are completed within relevant time period.
- ✦ Ability to learn any development in the work frame.

EDUCATIONAL QUALIFICATION

Exam	University/Board	Year
M.COM	Pune University	2010
B.COM	MMCC Deccan Pune, Pune University	2007
H.S.C	MMCC Deccan Pune, Maharashtra Board	2003
S.S.C	Rangehills Secondary School, Maharashtra Board	2001

TECHNICAL EXPERTISE

- **AP Systems** – SAP -FICO, CMS, Microsoft Dynamics GP, Aptos, Gemini.
- **Other Applications** – Citrix, Microsoft Excel, Word, VBA, Access, Visio, PowerPoint, SharePoint, Outlook.

PERSONAL DETAILS

Name : Pawel Charanlal Choukikar
Permanent Address : Old Sangvi Pune-411027.
Passport : Valid Till 14/04/2028