

# Amitkumar Goud

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Accounts Payable Management Leader

Proactive leader with demonstrated expertise in leadership, strategic planning and problem-solving. Aids senior managers in achieving demanding targets by fostering staff encouragement and resource coordination. Methodical and well-organized, adept at optimizing operations to meet demands. Known for cultivating a positive workplace culture and fostering high-performing teams. Demonstrates proficiency in Accounts Payable, Travel and Expenses, and Customer Service.

## LEADERSHIP HIGHLIGHTS

- Responsible for end-to-end Accounts Payable process, ensuring timely and accurate processing of invoices. Managed updates on processing and maintained the Accounts Payable GL to clear stuck invoices. Prepared Accounts Payable reports, including details on payments due, prioritizing high-value amounts, and investigating reasons for non-payment. Conducted vendor reconciliation to ensure accuracy and completeness of financial records
- Prepared management reports on a daily, weekly, and monthly basis.Developed and shared Daily, Weekly, and Monthly dashboards with managers and clients. Audited invoices processed by processors and provided assistance for corrections in various scenarios.
- Prepared Standard Operating Procedures (SOPs) for documentation. Scheduled and provided training for the offshore team. Took initiatives to address additional activities beyond regular work. Obtained comprehensive process knowledge to support team members' training

## CORE COMPETENCIES

- People Leadership and Team Management
- Business Development
- Delivery Management
- Financial Management
- Project Management
- Documentation and Process Improvement

## PROFESSIONAL EXPERIENCE

**Genpact India Pvt. Ltd., Hyderabad, Telangana**



**Manager** March 2023 – Present

- Implemented and managed routine reporting of KPIs at team and individual levels, ensuring alignment with organizational goals. Developed and implemented a quality control process to ensure service levels meet agreed targets. Managed the monthly close of accounts payable information and supported the Accounting team with reporting and analysis. Assisted in the preparation of the year-end audit file and liaised with auditors regarding the AP ledger.
- Supervised the accounts payable department to verify timely and accurate vendor payments with appropriate approvals and support. Directed and managed departmental personnel administration activities, including job assignment, training & development, and performance evaluation.

## WNS Global Services Pvt Ltd, Mumbai, Maharashtra



**Lead Associate** April 2021 - March 2023

- Built strong relationships with customers through a positive attitude and attentive response. Mentored and guided employees to ensure proper completion of assigned duties. Coordinated weekly meetings for internal and external groups. Served as Lead Associate-Ops in an Australian Process, managing three sub-processes of Accounts Payable.
- Demonstrated working knowledge of S4 HANA, SAP, and ORACLE. Assisted with new hire processing and existing training programs. Handled business calls, escalations, and emails, ensuring timely processing of invoices provided by vendors. Managed a team of 8 FTEs for invoice processing.

## Johnson Controls (India) Private Limited, Pune, Maharashtra



**Assistant Manager** February 2020 - March 2021

- Conducted PO hold Invoices Reconciliation and chased with business to create GR. Managed Non-PO Hold invoices reconciliation and chased with Approver for GL coding. Processed urgent invoices and handled Business/Escalation emails, including Root Cause Analysis (RCA). Implemented process standardization using best practices and led improvement projects.
- Prepared and analyzed Daily Dashboard, Governance report, and Backlog report. Identified duplicate payments for prime revenue vendors. Conducted Invoice processing audits and shared feedback on a weekly basis. Managed a team of 47 FTEs.



## Cognizant Technology Solutions Ltd, Pune, Maharashtra

**Process Specialist** July 2014 - February 2020

- Managed a team of 14 people in accounts payable for the Accounts Payable process. Oversaw AP vendor queries and maintained a query status tracker. Conducted call analysis to provide quality solutions and gathered feedback from vendors. Followed up with approvers/requestors to resolve vendor queries and escalations for invoices aging more than 60 days.
- Conducted weekly client calls and prepared Daily and weekly Dashboard Reports and Monthly SLA Reports. Prepared monthly individual performance reports and conducted Monthly One on One meetings, Team huddles, and SOP updating. Facilitated appraisal discussions based on performance, mandatory trainings, client appreciation/escalation, and other activities

### Early career:

<b>Mphasis Limited, Pune, Maharashtra</b>	Senior Transaction Processing Officer	October 2010 - June 2014
<b>Wipro BPO Ltd, Pune, Maharashtra</b>	Senior Associate	October 2007 - October 2010
<b>IBM Daksh, Pune Maharashtra</b>	Customer Care Agent	January 2007 - October 2007

### Education:

MBA in Finance	Dr. D.Y.Patil University, Pune	Relevant Coursework Completed in A+ Grade
Bachelor of Commerce	Shivaji University, Kolhapur	Completed with Second Class

