

Mandar Mahadev Lingayat

Senior Analyst - KPMG

+91) 976 555 5850/ E-Mail: mlmandar2@gmail.com

Professional Summary

Highly focused and meticulous Finance Analyst having about 7.5 years of experience into Accounts Payable, Concur and reporting. Strong multitasker able to manage multiple accounting projects with complete accuracy and professionalism.

Professional Experience

KPMG (Senior Analyst – Advisory)

(Oct 2023 to June 2024)

Broad Responsibilities: -

- Setting up the new vendors & updating vendors in the system. (SAP)
- Worked on invoice processing & queries related to invoices. (SAP, Navision & GMB)
- Worked on auditing T&E claims thoroughly & approving. (ESS portal)
- Executed individual payments of employees on bank portals. (DBS & JPM)
- Preparing card alias report & updating new cards on ITS portal. (Weekly)
- Preparing post payment audit report for travel & expense. (Weekly)
- Preparing delinquency report & accordingly performing card suspension & card closure activities. (Monthly)
- Prepared DTPs of invoice processing, vendor maintenance, payments & T&E by going through training sessions as well as reverse job shadowing.
- Updating DTPs by updating new exceptions. (Quarterly)
- Completed the transition from client location & successfully made the AP process go live with the team work & consistency.
- Performing employee vendor account scrutiny as well as accrual entries before month end. (Monthly)
- Performing scrutiny of corporate credit card accounts of employees & knocking off of expenses towards the advances. (Monthly)
- Providing floor support & training to team members.

Ernst & Young LLC (Senior Analyst)

(Dec 2022 to Sept 2023)

Broad Responsibilities: –

- Auditing & processing T&E claims in Concur for US & UK regions.
- Providing passcodes to the T&E and P-card holder employees.
- Handling card approval requests on Citi regarding T&E and P-card on daily basis.
- Performing vendor reconciliation with Concur expenses & Citi statement to resolve the discrepancies.
- Working on SNOW requests like new card requests, limit increase requests, claim submission issues, Concur login issues & payment issues.

- Connecting & prioritizing to requesters for resolving their queries on time.

Tech Mahindra Ltd. (Business Associate)
(Mar 2022 to Oct 2022)

Broad Responsibilities: –

- Managing the vendor invoices and their timely, accurate processing (PO, Non-PO invoices) adhering to SLA.
- Processing T&E claims daily & send T&E report to the requestors on monthly basis.
- Perform IC reconciliation before month-end & send the report to the vendors.
- Taking follow-ups of the pending cases from the requesters before month-end & resolve it on priority.
- Auditing of the invoices processed by the team & perform necessary rectifications.
- Preparing possible duplicate report & ask processors to take necessary action.

Softenger India Pvt. Ltd. (AP Analyst)
(June 2019 to Jan 2022)

Broad Responsibilities: –

- Processing PO, Non-PO, T&E & intercompany invoices with accuracy on daily basis in SAP.
- Responsible for Return to Scan & Return to Vendor activities on weekly basis.
- Handling Generic Mailbox & SNOW queries.
- Resolving queries by directly coordinating with the vendors.
- Maintain Root Cause Analysis tracker to maintain the internal quality control.
- Performing R-block Analysis of invoices & preparing MRBR report on weekly basis.

Infosys BPM Pvt. Ltd. (Assi. Accountant)
(June 2016 to Feb 2019)

Broad Responsibilities: –

- Processing PO, Non-PO, Contract, Telecom, Utility & Intercompany invoices through SAP & SAP Ariba accurately & timely to meet SLA.
- Direct uploads of rush invoices. (Multiple line-item invoices)
- Preparing SLA report on monthly basis.
- Solving client's queries regarding invoices & its payments on calls & emails.
- Auditing & volume allocation.

Key Skills:

- ERP: SAP FICO, SAP HANA, SAP Ariba, Concur, Navision, ESS.

- Application Packages: MS Office (Excel, MS Word, PowerPoint), ServiceNow, Citi portal, JPM portal & DBS portal.

Education & Qualification

- B.COM (Bachelor of Commerce) from Aurangabad University in 2015.

Professional Recognition

- Received Rewards & Recognition awards (3 times) for highest accuracy and providing resolutions to customers in timely manner.
- Received Spot award from stakeholders for exceptional performance.
- Received constant appreciations from employees for giving end-to-end support.
- Received appreciation from project manager as well as director for successfully completing the transition & making process go live.

Personal Dossier

Father's Name : Mahadev Ramling
Lingayat

Marital Status : Single

Date of Birth. : 06th June 1993

Languages known : English, Hindi, and
Marathi

Address : Dhayari, Pune,
Maharashtra

Date: / /

Signature

Place: Pune

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