

LOKESH SUKCHAND KATRE

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CAREER OBJECTIVE:

Seeking a higher position to utilize my financial accounting experience, skills and abilities in an organization that offers professional and personal growth while being resourceful, innovative, and flexible.

WORK STATUS:

Organization : Wipro Limited
Designation : Senior Executive– Accounts Payable (B1)
Duration : 24th Aug 2022 to Till Date

Organization : AXA Business Services
Designation : Specialist – Accounts Payable (A3)
Duration : 18th May 2020 to 19th Aug 2022

Organization : WNS Global Services (P) Ltd.
Designation : Senior Associate – Accounts Payable (A2)
Duration : 16th May 2017 to 16th May 2020

PERSONAL SUMMARY:

- An MBA (Finance) Professional with total **work experience of 7+** Years in End-to-End AP process.
- Presently working with **Wipro Limited** as **Team Lead** in Financial Accounting domain, responsible for all accounts payable related functions.
- Proven competence in efficient handling invoice processing, reporting, strong problem-solving, coordination & analysis and communication skills.
- Demonstrated excellence in migrating project and stabilized.
- Able to set up priorities and take quick decisions and apply them to meet the goals.
- Strong business acumen with skills to co-ordinate with multiple teams and managing high priority issues.
- A team player with people management skill.
- Budding Leader with the ability to deal with people across levels and from diverse backgrounds.

ACADEMICS:

2017 **M.B.A. (Finance)** MIBM, Pune University
2014 **B.B.A. (Finance)** Modern College of Arts, Science and Commerce, Pune University
2011 **HSC (Science)** Maharashtra State Board of Pune
2009 **SSC** Maharashtra State Board of Pune

TECHNOLOGY AWARENESS AND SKILLS:

- Applications: SAP, Concur, Lucernex, Tradeshift, Base, CODA V14, Tally Prime, WNS TRCK, EMPAC.
- Tools: Microsoft office [Microsoft word, excel, power point]

EXPERIENCE SUMMARY:

PRESENT ORGANISATION –

Wipro Limited (Pune)

Tenure: 24th Aug 2022 to Till Date

Designation: Senior Executive (B1)

Domain: Accounts Payable

Responsibilities:

- Leading Invoice processing team for US, Canada & Mexico entity with monitoring & doing allocation of tasks, process review and perform quality check to ensure smooth and accurate functioning.
- Smooth line all IP activities by motivating the team to ensure high performance and productivity to consistently meeting KPI, TAT as per SLA.
- Successfully migrate Mexico entity with limited resources and tight deadline.
- Implement Manual payment form method with tracker for utility bills to avoid payment miss or late payment.
- Preparing and presenting monthly operational meeting deck.
- Developed Automation Macros for reports.
- **Reporting:**
 - Daily Report –Daily Production, Agent Productivity, Team Daily activity & DAT Report.
 - Weekly Report – Team Productivity report and TS Task manager report.
 - Monthly Report – KPI Report, Average pay terms, Reconciliations, On time vendor payment, STATs & other month end report.
- Analysing and resolving vendor queries via email.
- Drives continuous process improvement, keeping process documentation with signoff,
- Good rapport with onshore partners and team members with resolving queries and providing required supports & help.
- Seamlessly work with both hierarchy, cross functional teams for maximum utilization of resources leading to successful KPIs achievements.
- Received appreciations from client in monthly Operational meeting and on mails.

PREVIOUS ORGANISATIONS –

AXA Business Services (Pune)

Tenure: 18th May 2020 to 19th Aug 2022

Designation: Specialist – P2P (A3)

Domain: Accounts Payable

Responsibilities:

- Handling end to end process of Accounts Payable from Invoice receipt to payment.
- Verification and processing of vendor invoices, utility bills, rent transaction and employees T&E cash & cards claim.
- **Payment Run:**
 - Daily – Manual Payment for foreign vendors via Bank
 - Weekly – ACH Payment for domestic vendors & Employees cash claim
 - Monthly – Employees Card payment
- **Month end activities:** Depreciation run, Capitalization of Fixed assets, Prepayments, Journal matching and Bank charges identification & journal posting.
- Good rapport with onshore team with regular calls regarding queries & Adhoc activities.
- Looking after generic email box & replying to various queries/status to vendor for invoices & employees for Travel & Expenses claims.
- Review & update of Process Guide (SOP) as per the agreed frequency.
- Got 2 times client RNR Award for outstanding performance.

WNS Global Services (Pune)

Tenure: 16th May 2017 to 16th May 2020

Designation: Senior Associate Operations (A2)

Domain: Accounts Payable

Responsibilities:

- **Invoice processing:** PO invoices, NON-PO invoices, Intercompany invoices and T&E Employee Claims.
- Preparation and analysis of payment proposal and sending to onshore team for vendor payments as per payment schedule.
- Develop & Implement automation in daily allocations.
- Preparing GR - IR Reconciliation
- Resolving all vendor queries and requests coming via Emails/Calls within the agreed SLA
- Maintaining a tracker for exceptions and ensure Invoices/queries are handled based on the exception tracker.
- Monthly Team productivity report preparation.
- Conducting training sessions for the new joiners
- Got RNR as an “Best Beginner” & Won League of Champions awards.

PERSONAL INFORMATION:

Name:	Lokesh Sukchand Katre
Permanent Address:	C/o Sukchand Katre, Raj society, Shastri chowk, Alandi road, Bhosari, Pune - 411039.
Date of Birth:	27/08/1994
Gender:	Male
Languages:	English, Hindi and Marathi

DECLARATION:

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Pune

Lokesh Sukchand Katre