

# **Resume**

**NIKHIL M. BHANDARI**

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City : Pune

Country : India

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## **OBJECTIVE:**

To seek a global career, where there is a challenge and growth, with opportunities to enrich my knowledge and while contributing to the best of my potential.

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## **SUMMARY:**

- **MBA in Finance with 8 years of experience in Finance domain.**
  - Good analytical, interpersonal, communication skills
  - Ability to work both independently and as part of a team with professionals at all levels with high energy and team spirit
  - Ability to learn and grasp quickly in any environment
  - Hard working nature with high commitment
  - Self-starter and seeks new challenges and responsibilities
  - Ability to complete the task within the given turnaround time
  - Capability to implement creative thoughts
  - Good written and oral communication skills, together with ability to communicate with management and other business groups
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## **KEY SKILLS:**

Finance : Claim settlement, P2P, Invoice Processing, T&E, PO, Payment Processing ,HD.

Software : Oracle –R12, SAP, MS-Office, Baan, Basware Alusta, Basware IP, Trax ,Mapple +.

Operating systems : Windows 10, Windows 8.

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## **ACHIEVEMENTS**

- Worked on Open PO and Auto Create purchase order Project.
  - I Need to Pay Project categorizing the monthly top 10 expenses.
  - Acting as Subject matter expert (SME).
  - Part of UAT testing (Web expenses – to My expenses)
  - Policy Formation.
  - Recognition -Month of Nov 2021.
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## **PROFESSIONAL EXPERIENCE**

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### **1) Johnson Control India (JCI) -(Process: Account payable) – Since 26<sup>th</sup> Nov 2020 to till date.**

#### **Working as Assistant Manager:**

- Managing, receiving, reviewing, and controlling invoices received from vendors on regular basis.
- Processing PO/Non-PO invoices/pre-approved invoices.
- Communication with vendors/employees regarding invoice and payment status.
- Follow-up with internal stakeholders for pending invoices for approvals or comments.
- Monitored accounts payable mailbox daily and respond to requests in a timely manner.
- Instituted thorough cross-checking of invoice postings, VAT, GST, TAX calculations, exceptions, reconciliations.
- Co-ordinate with technical team to resolve the technical difficulties & improvise operating system.
- Processing debit/Credit invoices.
- Matching invoices with GRN & PO and setting up same for the payments.
- Perform reconciliations for wrongly posted debit/credits.
- Inform vendor owner regarding recovery and outstanding balance etc.
- Daily Allocation to the Team members.
- Manual invoice posting in ERP.
- Inform Vendor Maintenance team regarding supplier update like IBAN, tax id etc.
- Acting as subject matter expert.
- Conduct training session to new employees.
- Resolve the raised incident by employees on various queues.
- Maintaining SLA and Ageing Report on daily basis.
- Ensure all mails on shared mailboxes and all other queries are answered within the time stipulated under the SLA.
- Instituted thorough cross-checking of invoice postings, VAT calculations, exceptions, reconciliations,
- Performing mathematical calculations rapidly and accurately
- Resolving purchase orders and invoice discrepancies.
- Quality check for the Team members processed invoices.
- Performed UAT -migration from the application Basware IP to Basware Alusta.
- Perform all the payment activity as per schedule calendar
- Perform payment rejection/return activity as per Trax in Mapple.
- Handle payment related query emails.
- Process EGPR as per DOA.
- Provide Training to new joiners & cross training to team members.
- Perform ACL report.
- Daily email dashboard reports.
- Support in internal audit (SOX).

2) **AMDOCS (Process: Account Payable & Travel & Reimbursement) – Since 11<sup>th</sup> Sep 2017 – 23<sup>rd</sup> Nov 2020.**

Working as **Shared Services - Finance Operation Specialist:**

- Managing, receiving, reviewing, and controlling invoices received from vendors on regular basis.
- Processing PO/Non-PO invoices/pre-approved invoices.
- Communication with vendors/employees regarding invoice and payment status.
- Follow-up with internal stakeholders for pending invoices for approvals or comments.
- Contributes and supports system UAT managers and provides feedback on needed improvements
- Process Advance/Down payment for vendor.
- Assisted management by providing weekly aging reports and invoice counts.
- Monitored accounts payable mailbox daily and respond to requests in a timely manner.
- Communicated with suppliers, providers, and suppliers to improve processing efficiency.
- Provide guidance to employees and managers on correcting, submitting and approving claim expense reports.
- Instituted thorough cross-checking of invoice postings, VAT, GST, TAX calculations, exceptions, reconciliations.
- Perform reconciliations for unused travel credits & recovery from employee for excess reimbursement.
- Issue the advance to employee for travel purpose & complete necessary approval process.
- Audit & approve the claimed expense report as per the company policy.
- Acting subject matter expert.
- Conduct team meetings and help team members to develop, resolving issue, give understanding to team member about travel/audit policy, take suggestion from team member improvising process & pass on same to the management etc
- Co-ordinate with travel reservation department to check reservation for travel & resolve the difficulties between traveler-auditor –travel department.
- Co-ordinate with Amex department to avoid the late payment/penalty of repayment, increase credit limit, issue the credit card on time to new employee/traveler.
- Back-up of the Manager in his absence.
- Manage the workflow travel approval system and ensure timely response of employee managers on travel exception approval
- Provide adhoc expense reporting and analysis support for senior leaders and cost center managers
- Assist in establishing and maintaining policies and procedures for Expense team
- Assist to employee file the expense report.
- Conduct training session to employee to create awareness about travel reimbursement policy.
- Resolve the raised incident by employees on various queers.
- Co-ordinate with technical team to resolve the technical difficulties & improvise operating system.
- Assist in internal audits.

3) **WNS (Process-Marsh & McLennan Companies) – Since 6<sup>th</sup> July 2015 - 01<sup>st</sup> Sep 2017.**

Working as an **Associate in F&A.**

- Converting Requisition into Purchase order raised by the Requestor onshore Team.
- Analyze the Requisitions accordingly with the attached invoice, Quotes, Proposals and Annual Contract.
- Purchase Order are created excluding Tax, Vat and Freight Charges, Review the invoice and create Purchase order with Subtotal.
- If Purchase orders are created then need to send the invoices to invoice processing team for further process.
- If there are any missing expressions on invoice then need to fill up an Manual payment Request form (MPR), Which act as an invoice relatively with the supporting backup document.
- Matching invoices and setting up same for the payments.
- PO & Non-PO Invoice processing.
- Works on 'Invoice Hold Reports' to release the holds which pending from Off shores end and chase up with Requestor for receipting the PO's which are awaiting from Onshore's end.
- Reconciliation of the payments and monitor accounts to ensure payments are made up to date and resolve any discrepancies.
- Working on the enquiries of vendors and providing them with necessary details.
- Reviewing invoices and checking the requests of the same so as to avoid any errors
- Instituted thorough cross-checking of invoice postings, VAT calculations, exceptions, reconciliations,
- Ensure all mails on shared mailboxes and all other queries are answered within the time stipulated under the SLA
- Maintaining SLA and Ageing Report on daily basis.
- Generated reports in MS Excel and performed data entry functions.
- Performing mathematical calculations rapidly and accurately
- Resolving purchase orders and invoice discrepancies.
- Cancel Purchase order and payments in accordance with Client request.

## **EDUCATIONAL QUALIFICATIONS**

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Post-Graduation: **MBA FINANCE** from Sinhgad School of Business Studies,  
**Pune University. (2014)**  
Academic Project details: -  
▪ Name of Company : BULL-ION INVESTMENT  
▪ Project Title : TECHNICAL ANALYSIS ON  
COMMODITY.

Graduation: **B.B. A (Finance)** from Smt. Kashibai Navale College of Commerce,  
**Pune University. (2011)**

Intermediate (10+2): Modern College, Pune

S. S. C.: RAMRAJYA MADHYAMIC VIDYALAYA, PUNE

## **PERSONAL PROFILE**

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Father Name : Mahendra N. Bhandari

Date of Birth : 26<sup>th</sup> Sept 1989

Languages Known : English, Hindi, and Marathi.

Permanent Address : Sr no. 58, Sai Nagar, Kondhwa Bk, Near Khandoba Mandir, Pune -411048.

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## **HOBBIES & INTEREST**

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Playing Chess & Cricket, Travelling, Listening Music.

## **Declaration**

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Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of abilities to serve your esteemed organization.

**NIKHIL M. BHANDARI.**