

Mr. Parmeshwar T Chendkapure

MBA-Finance

Jogeshwari Nagar Lane no 2 Kesnand -Wagholi Pune-412207.

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Key Skills & Competencies: -(9 Years' experience in AP/P2P/Vendor Master Data/Helpdesk/Vendor Queries/Invoice Processing/Vendor Payment/T&E Concur)

- i) User knowledge in ERP System SAP FICO, Concur, Ariba, OEMS, MS-Office and Tally 9.1
- ii) Sound knowledge of P2P domain & key metrics from an end-to-end perspective of Accounts Payable.
- iii) Proven ability to manage all works alone in month end / Year end iv) Strong decision making and critical thinking skills.
- v) Able to motivate and lead others in a team environment.
- vi) An ability to build rapport and trust quickly with colleagues. vii) History of delivering results with deadlines.

Career Objectives: -

My objective is to contribute best individual efforts in achieving the organization goals and to continue self-development by way of learning new things. I am ambitious and determined. I have ability to work in any circumstances.

PROFESSIONAL EXPERIENCE: -

I: Dana India PVT LTD

1st APR 24 to till Date.

SR AP ANALYST (P2P Account Payable)

- Working as SR AP ANALYST in Dana
- Handling crucial corporate plant.
- Processing all critical Non-PO invoices
- Performing GR/IR clearing activities
- Handling Supplier query mailbox

II: Genpact

10th July 23 to 31 Mar24.

Management Trainee AP (TEAM LEAD)

- Working as Management Trainee (TEAM LEAD) in accounts payable.
- Leading 12 People VMD Team. Provided training, allocate daily work and reviewed all daily assignments.
- Supervised accounts payable 12 people staff and achieved all targets together.
- Managed departmental schedule, vacation and overtime to assure adequate staffing.
- Saved 2Hrs of daily production by contributing to automation reducing manual email allocation to Macro allocation and creating Macro for Status-40 report.
- Trained and created developmental plans for all VMD team.
- Creating New Vendor& New Employee set up.
- Reviewing and unblocking all vendors created by team.
- Working on all return payment & Void cheque requests
- Managing All banking change, Vendor extend, Vendor changes request.
- Working on Error code resolution and banking confirmation
- Prepare daily work allocation and distribute with team.
- Processing vendor payment on time.
- Prepare weekly AP Status 40 Ageing Report and present to Finance Manager of respective Location. Follow up on Overdue Invoices.
- Prepare weekly process report and share with respective location Finance Manager.
- Managing generic email section and action on them within TAT with proper resolution.
- Managing Critical vendors for global (APAC, EMEA, RIOM, and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.

- Managing all team lead activity (team meeting, preparing monthly/ daily reports).
- Working on all Intercompany request like, IC vendor/ Customer creation/modification/extension.

III: Eaton Technologies Ltd Pune

Associate Analyst AP/Vendor Master Data

Oct'17 to 9th July 2023

- Working as Associate Analyst for Accounts Payable & Vendor Master Team
- Creating New Vendor & New Employee set up.
- Working on all return payment & Void cheque requests
- Processing vendor payment
- Managing All banking change, Vendor extend, Vendor changes request.
- Working on Error code resolution and banking confirmation
- Working on Status 40 Requests to make payment on time.
- Prepare daily work allocation and distribute with team.
- Achieve the targets within given time.
- Prepare weekly AP Status 40 Ageing Report and present to Finance Manager of respective Location. Follow up on Overdue Invoices.
- Prepare weekly process report and share with respective location Finance Manager.
- Managing generic email section and action on them within TAT with proper resolution.
- Arrange weekly team meeting on behalf of team lead to discuss process updates and prepare plan of action to accomplish targets.
- Provide process training to team and new joined members.
- Managing all intercompany requests and publishing the IC report to senior management on monthly basis.
- Overseeing Critical vendors for global (APAC, EMEA, RIOM, and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.
- Involving in the month end activity.
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Managing all team lead activity (team meeting, preparing monthly daily reports)
- Handling RIOM Germany Brazil EMEA US Italy France Morocco Romania regions.
- Working on all Intercompany request like, IC vendor/ Customer creation/modification/extension.
- FK09 Confirmation /Error code resolution.
- Creation of SOP for entire Accounts Payable (Invoice Processing, ICC Validation, Workflow Exception and Vendor Master Data)

Vendor Payment -

- Validating unpaid invoices ageing report on daily basis and make sure that we are paying the invoices to the vendor within the due date.
- Ensuring payment to the clients within the specified time limit daily.
- Following up with VM Team on rejected payments.
- High value invoice audit done on daily basis.
- Processing and validating employee claims on time.
- Ensuring all vendor data updated correctly.
- Follow-up on debit balance recovery.
- Looking after vendor reconciliation has been done for the outstanding invoices on regular basis for critical vendors.

KEY ACHIEVEMENTS

- 1) AWARDED AS A RISING STAR AWARD WITHUNG SIX MONTHS FOR QUICKLY LEARNIG ALL PROCESS.
- 2) Received Quarterly Award in April 2021.
- 3) Received near about 100 client Appreciation emails.
- 4) Received 3 Monthly and 2 Quarterly Awards

IV: Wipro BPS Ltd Pune

Senior Account- Accounts payable on SAP

April'17 – OCT'17

- Invoice processing - non-PO based and PO based. (Two way and three-way matching).
- Consignment Posting
- Handling Vendor Queries
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Approving Urgent Payment request through Ariba Tool.
- Vendor Reconciliation
- Vendor Queries.
- Preparing daily workloads for staff & co-coordinating the daily allocation of work.
- Worked on Traveled & Expenses Concur Tool (to approve employee claims)

KEY ACHIEVEMENTS

1. APPRICIATED AS A QUICK LERNER AND HAVING EYE FOR DETAILS IN APAC – AP PROCES.
2. Received Spot Award (Within 3 Months)

V: Infosys BPO Ltd**Junior Process Executive – IP-P2P/ T&E Concur Accounts Payable****April 2015 – April 2017**

- Transitioned Accounts Payable Process of Mexico.
- Preparing daily workloads for staff & co-coordinating the daily allocation of work.
- Handling client enquiries and acting as the face of the business.
- Provided Training to junior and new member of team.
- Managed 4 people's team.
- Monitoring & reporting on standards & performance targets (like Productivity Report, Daily Operation Snapshot to the Client).
- Updating SOPs for the process & capturing of process deviations.
- Arranging weekly team meetings, focusing on targets & achievements and prepare Minutes of Meeting.
- Providing prompt and accurate information on individual performance.
- Achieve the targets with optimum utilization of available resources.
- Managing team to complete "Quality and "on time" processing.
- Helping other team to reduce and streamline the process.
- Vendor Master Change Request to MDM Team
- Invoice processing - non-PO based and PO based. (Two way and three-way matching).
- Vendor Reconciliation.
- AP Invoice Ageing Report & following up on 60 Days + Invoices.
- Follow up on Parked & Blocked Invoices.
- GR/IR Analysis.
- Prepare and book AP Accruals every month.
- Prepare Vendor Account Clearing Report
- Vendor balances reconciliation.
- Provide on the job training to new joiners.
- Managing Critical vendors for global (APAC, EMEA and NA) and ensuring payment made within due date to avoid disconnection of services. Like: Office Rent, Utilities and Telephone/Internet bills.
- Regularly monitor the A/P ageing report and follow-up on any credit notes/missing invoices.
- Involving in the month end activity.
- Prepare accrual journals to cover all outstanding purchase orders received without an invoice as well non-PO invoice those are pending for approval in system.
- Ensure timely preparation and reporting of process Dashboard and other reporting requirements.
- Consignment Posting
- Worked on Traveled & Expenses Concur Tool (to approve employee claims)

KEY ACHIEVEMENTS

- 1) APPRICIATED AS EXTRA MILE AWARD FOR BEST EPLOYEE OF THE YEAR.
- 2) APPRICIATED AS RISING STAR AWARD FOR COMPLETING CRITICAL TRANSITION
- 3) APPRICIATED WITH FIVE TIME SPOT AWARDS FOR EXAMPLARY PERFORMANCE IN UPHOLDING THE SPIRIT OF INFOSYS BPO.

- 4) SUCCESSFULLY ACHIEVED STREAMLINING CRITICAL VENDOR PROCESS, HAVING HIGHEST PRODUCTIVITY AND ACCURACY IN THE TEAM, AND APPRECIATED FOR SAME.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

- Master of Business Administration from Indian Institute of Business Management, Pune – 2014.
- Bachelor of Commerce from SRTMUN University, Nanded 2012.
- H.S.C. from Latur Maharashtra Divisional Board – 2007.
- S.S.C. from Latur Maharashtra Divisional Board - 2005.

PERSONAL DETAILS

Date of Birth	:-	09/02/1989
Gender	:-	Male
Marital Status	:-	Single
Blood Group	:-	A+
Language Proficiency	:-	English, Hindi, Marathi
Passport No.	:-	N5872349 (Valid till 11/01/2026)
Hobbies	:-	Travelling, Swimming.
Strength	:-	Quick Learner, Straight Forward, Positive Thinker, Good team player.