

**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	:	24 <sup>th</sup> Aug 2022 to Till Date
Organization	:	AXA Business Services
Designation	:	Specialist – Accounts Payable (A3)
Duration	:	18 <sup>th</sup> May 2020 to 19 <sup>th</sup> Aug 2022
Organization	:	WNS Global Services (P) Ltd.
Designation	:	Senior Associate – Accounts Payable (A2)
Duration	:	16 <sup>th</sup> May 2017 to 16 <sup>th</sup> 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	<b>M.B.A. (Finance)</b> MIBM, Pune University
2014	<b>B.B.A. (Finance)</b> Modern College of Arts, Science and Commerce, Pune University
2011	<b>HSC (Science)</b> Maharashtra State Board of Pune
2009	<b>SSC</b> 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: 24<sup>th</sup> 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: 18<sup>th</sup> 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: 16<sup>th</sup> May 2017 to 16<sup>th</sup> 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