



Nikita Diwate
Process Specialist

Contact Information

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Achievements

- Accomplished remote transition for 3 countries for P2P process which includes; Invoice Posting, Vendor Payments, Vendor data management, Travel & Expenses, Vendor reconciliation, Cash forecasting & Vendor query
- Awarded with Infosys star award
- Performance acknowledged and rewarded by client and top management through ramp & Client Awards

Skill

- Operations Management
- Finance & Accounting
- Team Management
- Business Analysis & Data Analysis

Functional Tool

- SAP
- Blackline
- Service Now
- MS-Office

Profile Summary

- ✧ An Accounting professional with 9+ year of experience in Finance & Accounting domain. A result-oriented business professional with proven ability in managing own task and customer & vendor management
- ✧ A dynamic professional with diversified experience in Accounts payable process
- ✧ Expertise in working with multicultural environments and demonstrated abilities in cementing healthy relationship with the clients for generating business
- ✧ Effective process expert & communicator with strong analytical, problem solving & organizational abilities

Work Experience

Employer	Infosys BPM Ltd
Designation	Process Specialist (Account Payable)
Duration	May 2021 to Till Date

Key Responsibilities

- Oversee daily activities, including leading and supervising a team, managing invoice processing, vendor payments, and driving process improvements to meet SLA, TAT, Quality, and Productivity targets.
- Establishment of a pilot process for a leading retail client, setting up the entire accounts payable process in collaboration with the Manager.
- Lead a team of 6 FTEs in executing the accounts payable process, ensuring efficiency and adherence to deadlines.
- Accountable for weekly and month-end closing activities, ensuring accuracy and timeliness in financial reporting.
- Execute transactions in accordance with SLA requirements and review transactions of other associates, providing feedback and maintaining transaction quality standards. Publish transaction quality scores to senior management.
- Prepare and publish weekly and monthly performance reports for the team, highlighting key achievements and areas for improvement.
- Develop and distribute monthly KPI/PI reports and Monthly Review Dashboards to track performance metrics and monitor progress.
- Conduct weekly review calls with clients to discuss process transactions and ensure alignment with quality standards and expectations.
- Conduct process trainings for the team to enhance skills and knowledge, supporting their growth and ensuring adherence to process guidelines.

Scholastics

- B. Com – Amravati University [2008-2011]
- HSC – Maharashtra Board [2007-2009]

Personal Dossier

- Address: Ranjan Height, Ravet, Pune, Maharashtra
- DOB: 2nd Sept 1990
- Marital Status: Married
- Languages: English, Hindi, Marathi

Employer	Lotus Multispecialty Hospital, Pune
Designation	Accountant
Duration	Nov 2015 to May 2021

Key Responsibilities

- Validate invoices, purchase orders, and supporting documents, ensuring compliance with government regulations.
- Manage accounts payable/receivable and maintain company ledgers in accordance with guidelines.
- Coordinate with external auditors and assist with quarterly audits, ensuring timely completion of financial records
- Supervise accounts team to ensure accurate and timely completion of tasks.
- Prepare financial statements and reports summarizing current financial status for management review.
- Conduct account reconciliations, handle queries, and oversee month-end activities, sharing summary reports with management.

Employer	Maruti Steel Fab, Pune
Designation	Account Executive
Duration	Nov 2011 to Apr 2014

Key Responsibilities

- Prepare and upkeep financial records such as ledgers, journals, and trial balance, ensuring accuracy and compliance with accounting standards.
- Conduct thorough reconciliation of bank account statements, verifying transactions and balances to ensure financial accuracy and integrity.
- Provide valuable assistance in managing accounts payable and accounts receivable functions, facilitating smooth processing and timely payments.
- Collaborate effectively with audit teams, providing necessary support and documentation to facilitate comprehensive audits and ensure regulatory compliance.
- Perform vendor reconciliation processes, meticulously matching accounts and transactions to maintain accurate financial records and foster strong vendor relationships.

Declaration

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place: Pune

Signature: Nikita Diwate