



PROFILE

10- Year experience in the Procure to Pay process. Postgraduate (M.B.A.) I want to make sure that I always provide my accuracy, computer abilities, and loyalty to the company. I also want to make the most of my chances to learn and get important accounting experience.

CONTACT

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EDUCATION

Bachelor of Commerce
(05/2007 – 05/2010)
Amravati University

Master of Business Administration
(10/2011 – 10/2013)
Pune University

HOBBIES

- 1) Reading books
- 2) Surfing on Internet
- 3) Traveling and collect historical information.

AMEY SHRIMAWALE

Team Leader

SKILLS

Accounts Payable	Reconciliation	Quality Auditor
Travel and Expense	Customer Support	Problem Solving
Vendor Management	Effective Communication	Project Management
Power BI	Time Management	SAP / ARIBA
KPI	SOP Preparation	Microsoft Outlook

ACHIEVEMENTS

- Received two spotlight awards for exceptional performance at Cognizant.
- Best Team award at Smith and Nephew (Dec-2022).

WORK EXPERIENCE

Topsource worldwide (Team Leader)

Currently worked for the UK region, from June 2023 to March 2024.

- Lead a team of 9 people for accounts payable specialists, overseeing the processing of invoices, expense reports, and payment transactions.
- Working on calls and emails coming from UK customers, offering them information regarding their invoices or the status of their payments. This would include performing both front-office and back-office activities and would require that all investigation and analysis to be completed within the agreed Service Level.
- Interact on a regular basis with teams in the UK and India, which enhance the cross-cultural exposure and Monitor KPIs and team performance.
- Identify and escalate situations requiring urgent attention.
- Supervise Accounts Payable Team and ensure all Accounts Payable activities (posting of invoices, allocation of payments, Direct Debits and BACS Payments) are performed accurately and on a timely basis.
- Working with Domestic and Foreign vendors with Registration Process and getting their accounts created on company Portal. It includes queries related to their documentations, issues persist while setting up the account, reactivating the dormant account.
- Creating a dashboard and sending it for managements for evaluation.
- Conduct the training for new team members on board in team.

WORK EXPERIENCE

Smith & Nephew GBS Pvt Ltd.

Worked with Smith & Nephew as **P2P Senior Process Associate**, from 4 March 2019 to 9 June 2023 for Australia-New Zealand region.

- I have performed ESKER testing for web-based application to post direct invoices in to ESKER and save all data on SAP.
- Performing win-shuttle/apian request to create a new vendor in SAP system based on the documentation received from authorized requestors.
- By weekly Wednesday, performing a quality check for the invoices which has been processed by a team.
- Based on statement received from vendors, performing a vendor reconciliation and submitting those files before a deadline.
- Verification of accuracy of A/P batch output to ensure correct vendor coding which results in 100% quality check before entering all the invoices into SAP system.
- Invoice processing for two regions – Australia & New-Zealand which includes third party as well as intercompany invoices through SAP, Esker application & ARIBA as well.
- For the scheduled weekly payment run for taxation, SAP T&E concur related expenses, commissions, we used to get the copy of PDF. Based on the information, we used to post the invoices before a payment run.
- CRC work - addressing the queries which receives from vendor/supplier side regarding the payment details, invoices that needs to be sent for scanning to make a payment on time after getting those processed.
- Maintained regular contact with clients and identified opportunities to deliver added value to client relationships. And Compile & publish reports on team's performance on a weekly/monthly basis.

WNS Global Service

Worked with WNS as **Senior Associate – Ops.**, from 06 April 2017 to 02 February 2019 for US region.

- Receive request to create or update vendor records from country responsible via the Supplier Management or BU.
- Check and file supporting documentation for the creation and updating of vendors.
- Execute vendor creations or modifications or enter the data from the request.
- Coordinate with clients and customers to solve their queries via emails and Telephone.

Cognizant Technology Solutions India Pvt.

Worked with Cognizant as **Senior Process Executive**, from 30 March 2015 to 31 March 2017 for UK region.

- Maintaining Smooth flow of day-to-day activities of the Accounts Payable and Invoices Posting as per SLA.
- Monitor all transactions and ensure compliance to quality regulations and maintain effective relationships with clients and Coordinate with clients and customers to solve their queries via emails,
- Worked as an Auditor/Authorizer and advice associates on breaches or error they have made.
- Check and verify all payable bills and send them for approval of payments. And Duplicate audit via Generic duplicate audit tool (GDAT

INFOSYS BPO Ltd.

Worked with Infosys as **Junior Accountant Operations**, from 16 December 2013 to 12 March 2015 for UK region.

- Maintained records of all payments made – Ensured the accuracy of the amounts entered in the records and invoices of the firms.
- To check Exception list and BT Macro run and maintained daily, weekly, monthly, and annual reports and logs of company activity.

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

Date/ Place

Amey Shrimawale.