

KARTHIK KALYANARAMAN

Aspiring for a challenging Team Leader role to apply expertise in managing Accounts Payable and Procurement operations effectively. Dedicated to driving operational excellence, enhancing team collaboration, achieving outstanding results in a dynamic work environment.

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PROFILE SUMMARY

- ❖ Possess **over 11 years** of experience in managing Accounts Payable and Procurement operations effectively, specializing in Vendor Master Team Management.
- ❖ Leading as an expert, providing valuable insights and guidance to the team, managing projects such as Invoice Processing and Payment & Vendor Management.
- ❖ Proficient in managing daily task assignments, resolving team inquiries, and contributing to effective issue resolution processes.
- ❖ Engaged in analyzing operational data, performing audits, and driving team performance enhancements through collaborative efforts.
- ❖ Expert in conceptualizing and executing strategies to enhance operational efficiency and drive improvements in service delivery.
- ❖ Showcased expertise in Accounts Payable and Procurement, resulting in improved supplier record accuracy and reduced data redundancy.
- ❖ Proven track record of implementing efficient task allocation systems and optimizing data management processes to drive operational excellence and team productivity.
- ❖ Recognized for exceptional leadership in managing payment processes, resulting in increased payment accuracy and reduced delays.
- ❖ Skilled in leveraging technology and cross-functional collaboration to streamline processes, enhance operational efficiency, and achieve outstanding results in a dynamic work environment.
- ❖ Proficient in problem-solving, decision-making, and fostering a collaborative work environment.



CORE COMPETENCIES

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|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  Workflow Management |  Data Analysis |  Performance Metrics |
|  Financial Analysis |  Process Improvement |  Internal Audits |
|  Document Flow Optimization |  Compliance Standards |  Project Management |
|  Vendor Relationship Management |  Operational Efficiency |  Cross-functional Collaboration |



TECHNICAL SKILLS

- ❖ Oracle R12
- ❖ ServiceNow
- ❖ VBA
- ❖ CBM Cloud
- ❖ DFM
- ❖ Advanced MS Excel
- ❖ SQL Notebook
- ❖ Power BI
- ❖ Java



TRAININGS

- ❖ ServiceNow – Workflow Allocation
- ❖ Ariba SAP
- ❖ Document Flow Management (DFM)
- ❖ Foxtrot Training – Bank & Contact Amendments



EDUCATION

-  MBA in Finance from Edith Cowan University, 2013 with 61.50%.
-  B.Com. in Accounting from Bangalore University, 2010 with 56.82%



CERTIFICATIONS

- ❖ Certified in Financial Accounting and Analysis course (IIMB)
- ❖ Completed Power BI course (Coursera)
- ❖ Completed Foxtrot certification
- ❖ Completed Introduction to Banking and Finance course (IIMB)



AWARDS & ACHIEVEMENTS

- ❖ Best Performer Award (2015, 2016, 2017)

WORK EXPERIENCE

Nov'12 - Present: Data Management Analyst (Accounts Payables)

Accenture Solutions Pvt. Ltd.

Vendor Master SME (2017 - Present)

- Managing effective Supplier Identity Bookkeeping by interacting with suppliers and discussing supplier identity-related details, taking corrective actions to reflect in records.
- Identifying Supplier De-dupes and taking corrective actions to ensure accurate record-keeping and prevent redundancy in the system.
- Conducting internal audits for the team, providing constructive feedback to enhance performance and compliance with established standards.
- Compiling and organizing weekly operational calls, matrix data, and amendment data for client meetings.
- Spearheading daily task allocation, addressing team member queries to ensure efficient workflow and timely completion of assignments.
- Assisting the team lead & cross-functional team in resolving critical process-related issues, invoicing, and payments issues.
- Compiling and documenting Detailed Task Plans (DTP) and Local Work Instructions (LWI).
- Implementing solutions for improving operational delivery by collaborating with various cross-functional teams.

Invoice Processing Team in USA and Nordics Entity (2014 - 2017)

- Processed vendor invoices and payment requests in accordance with company policies and procedures.
- Verified accuracy of invoices, reconciled discrepancies, and resolved billing issues in a timely manner.
- Performed self-quality checks on daily processed invoices to guarantee accuracy and adherence to set standards.
- Processed and reviewed D2L invoices promptly, secured client approvals, cleared any holds, and initiated payments to ensure swift and efficient handling.

Payment Process Team US and Canada (2012 - 2014)

- Generated payment batches for both employees and suppliers to facilitate timely and accurate disbursements.
- Conducted reconciliation of payment batches to ensure accuracy and alignment with financial records.
- Monitored and tracked payment rejections and exceptions to identify issues and ensure timely resolution.
- Dispatched emails to the internal team regarding 824 rejections, bank rejections, and zero-dollar rejections for prompt attention and resolution.
- Conducted weekly calls with the internal team to discuss and review the status of payment rejections and identify solutions for resolution.

Highlights:

- Enhanced supplier record accuracy through effective identity bookkeeping.
- Reduced data redundancy through proactive Supplier De-dupe initiatives.
- Recognized for outstanding performance in internal audits, leading to improvement in compliance.
- Streamlined task allocation process, resulting in increase in operational efficiency.
- Implemented solutions that improved operational delivery through cross-functional collaboration.
- Processed and managed accounts payable data accurately.
- Maintained detailed records of financial transactions.
- Reconciled accounts and resolved discrepancies in a timely manner.
- Collaborated with cross-functional teams to streamline processes and improve efficiency in data management.
- Generated reports and analyzed data to provide insights for decision-making.
- Honed skills in data analysis, attention to detail, and problem-solving in a fast-paced environment.

PERSONAL DETAILS

Date of Birth: 08th October 1988

Languages Known: English, Hindi, Tamil, Kannada

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