Sanjay Raikwar

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Summary

As an Accounts Payable Specialist with 5.10 years of experience in managing a high volume of invoices and payments, I have successfully completed 2 transitions and establish the process. I have cultivated an arsenal of skills that enable me to ensure the accuracy and compliance of financial reports. Throughout my career, I have enriched my expertise in customer service, data analysis, and problem-solving, which have served me well in interacting with internal and external stakeholders and resolving invoices processing issues efficiently. During my tenure in my most recent position, I have been responsible for processing invoices, maintaining vendor accounts, and performing month-end closing activities. I routinely processed over 800 invoices per month and ensured they were accurately coded and approved by the relevant parties. Over time, I learned the significance of building lasting relationships with vendors and internal teams, and gaining their trust.

Skills

- Accounts Payable
- Invoice Processing
- Reporting
- Email
- SAP
- Ariba
- P2P
- Stakeholder Management
- Process Improvement
- Call Management
- Dispute Resolution
- Reports Generation
- Client Relationship Building
- Time Management

Experience

Process Specialist
Infosys BPM
07/2022 - Present

- Processing of PO and Non PO invoices in SAP (VIM) and on Airba portal.
- Validation of the invoices on validation tool.
- Working with the team regarding bank details and payment related queries and raise the request to update the same on MDG portal to replicate on vendor master data.
- Creating VID for the Non PO approver, invoice document reversal and block payments activities in SAP as per request.
- Preparing some daily, weekly and monthly report for the management (Like Duplicate report, Payment exception report, 3rd part remittance report and foreign currency report.)
- Developed and implemented process improvement initiatives to increase efficiency and reduce costs.
- Assisted in training personnel on new processes, methods and techniques.
- Connecting with the stakeholder's to drive to smooth operation - closely work with the country process owner's.

- Preparing/Updating of SOP/DTP on timely basis. Maintained records of all process activities for future reference Facilitated communication between various departments regarding process updates.
- Support team with the query resolution on matter of process, system and work as a first line of support to the team.
- Drive Training/ cross training for the new joiner's and Team member's
- Actively checking on vendor ledger to process the overdue invoices, R block and A block..
- Monitored quality control standards for all products produced.
- Ensured compliance with safety regulations in the workplace.
- Audited processes regularly to ensure they are meeting established standards, to confirm accuracy and completion according to defined guidelines.
- Performed data analysis to identify trends, problems and solutions.

Process Devloper
Genpact
05/2019 - 07/2022

- Successfully completed Transition for the new process.
- Invoice processing in Procure to pay.
- (IE Store) Review all invoices for appropriate documentation prior to authorization of payments
- Effectively reconcile statements matching line items, researching and correcting discrepancies
- Ensure files and documentations are accurate in accordance with company policies
- Handling e-mails flow requested internally
- Checking the price, quantities and ensuring goods match the purchase order by doing 3 ways matching
- Processing of Disputes raised by vendors by verifying contract, invoice, or payment discrepancies and documentation
- Tracking the invoices ensure it is paid on time
- Reconciliation of vendors at month end and all processing, financial closing, reconciliations and internal / external reports are completed on a timely basis.

PMT - Executive
DKM online PVT limited (Cheil India)
08/2018 - 05/2019

- Responsible for submission of the invoices to the client
- Take care of the submission of the invoices done by the team and resolve queries
- Ensure the team delivers required levels of service at all times
- Working with the management team to achieve minimum outstanding with in Tag line
- Troubleshoot day to day concerns relating to invoices submission and rejections
- Coordination with Samsung client to take approval for invoices on daily basis
- Coordinate with the Procurement team, Billing desk, AP booking team, APC checking team, AR creation team for the smooth process of the organization.

EDUCATION QUALIFICATION:

EXAMINATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
B.C.A	VINAYKAMISSIONUNIVERSITY	2012	65%
12TH	U.P.BOARD	2008	53%
10TH	U.P.BOARD	2006	70%