Subhrajit Roy

Accounts Payable – Business Process Lead - TCS

Contact

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✉ roysubhrajit7@gmail.com

📍 Hyderabad, India

Personal Information

DOB: 09-02-1983
Age: 40
Marital Status: Married

Skills

- Accounts payable domain
- Excel, SAP, Oracle
- Customer relationship
- Problem solving
- Diligent

Languages

English
Bengali
Hindi

Interests

Awards

- Star of the month: 27-05-2023/18.04.2022
  Innovative ideas
- Applause award: 03-23/02-22/01-22/10-21.
  Outstanding contribution
- Xcelerate Warrior Certificate: 06-12-2022
  Achieving aspirations

Professional summery

Eleven years of experience in Accounts Payable. Invoice processing, payment and auditing, vendor master, T&E, AP Helpdesk and reporting. Aiming to achieve a challenging position in my profession, where I can make significant contribution to the organization using the skill and experience.

Work experience

Tata Consultancy Services | Feb'2021 – Present
Business Process Lead, Hyderabad

- Accounts Payable operations and team handling.
- GR-IR clearing.
- Resolution on block invoices and reporting to the client.
- Analysis on parked invoices and reporting.
- Vendor master file analysis and follow up.
- Debit balance analysis and follow up with suppliers.
- Sharp reconciliation.
- Critical invoice posting.
- Escalation email resolution.
- Preparation of team productivity,
- GR-IR clearing KPI met/not-met report preparation and presentation in weekly call with business.
- Work on continuous project improvement drive.

Genpact India Pvt. Ltd. | Feb'2012 – Jan'2021
Management Trainee, Kolkata

- Accounts Payable operations and team handling.
- Invoice Processing.
- Payment Audit, quality check (Invoice keying) and processing of payments to the suppliers.
- Vendor master activity: Supplier creation and maintenance.
- Open PO resolution (Contact vendors for invoice copies by phone & e-mail).
- T&E helpdesk e-mail handling.
- Helpdesk queries resolve through e-mail or call.
- Utility calendar handling.
- Dash board preparation and various reporting.

SD Printers | Jan'2007 – Nov'2011
Supervisor, Kolkata

- Order and payment collection
- Supervising of printing related activities.

Key projects 2022 - 2023

- BOT implementation: GR-IR clearing and VDM with Outlook sync.
- Automation: ACCM file preparation, Dunning letter and Suppliers statement reconciliation.

Education

2003-2006 | **Bachelor in Commerce**

University of Calcutta

2006-2007 | **Diploma in Airlines & Hospitality Management**

Pailan Aviation Institute (PAI)