

# Sandeep Rai

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## SUMMARY

9 years of experience in ensuring seamless and effective accounts payable operations, lease COE, corporate payments, team handling, and various process improvement projects. Proven track record in full-cycle accounts payable management, including increasing accuracy, reviewing vendor bills, financial reconciliation, guaranteeing on-time payment, and then compiling daily MIS reporting to share and discuss with clients.

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## EXPERIENCE

**ACCENTURE**- Gurugram, India

*January 2022 - Present*

### *Finance Process Enablement Analyst*

- Assisted clients with their automation process, which resulted in a 35% reduction in processing time and reduced the 4-month-old backlog data with 100% accuracy.
- Managed over 5 different tasks on daily basis and coordinated with clients on calls regarding process updates, plans, and exceptions in the process and handle regular team briefings to discuss process improvements.
- Streamlined the payables and trained over 15 new staff on accounts payable processes and procedures.
- Designed sheet that will help in posting consignment invoices and freight invoices by calculating quantity and price variances.
- I worked on direct debit and refund posting, query handling mailboxes, prepared ad-hoc, internal, and external files as per management, and responded to escalations related to both clients and vendors. Auditing or quality checking of PO and non-PO-based invoices.
- Authored SOPs (standard operating procedures) whenever required and did MIS reporting in terms of preparing dashboards and daily status reports.
- Created a single reference supplier-wise special update instruction log sheet on SharePoint, which reduced the processing time of the users by 10% by eliminating manual efforts to search for supplier-specific instructions.

**GENPACT**- Noida, India

*August 2019 – November 2021*

### *Management Trainee*

- Worked on the IFRS 16 Lease Accounting System.
- Analyzed variances and prepared adjustments or reclass journal entries for 8 entities.
- Every month, we research variances between the Fixed Assets Register (FAR) and the General Ledger.
- MIS reporting in terms of preparing dashboards and daily status reports; maintained and prepared ad-hoc, internal, and external files as per the auditor's requirements.
- Prepared a monthly threshold and proposed the same to regional leads to clearing.
- Reduced reconciliation discrepancies by 30% through better Excel and effective communication skills.
- Supervised a team of 6+ members by providing guidance on work observations, performance reviews, and work ethics, resulting in a 55% improvement in the resolution of AP clearing variances.

**ACCENTURE** - Noida, India

*May 2015 – August 2019*

### *Transaction Processing Analyst*

- Led a team of 4+ employees to achieve the target of timely payment & audited payment invoices for duplicate payments and invoices for embargo countries. Closed the open items and worked on bank reconciliation.
- Worked on the invalid payments report, the payment mailbox, and responding to escalations related to both clients and vendors.
- Top performer with 100% accuracy and productivity consistently throughout the tenure.

### *Senior Associate*

- Dispensed payments to suppliers while keeping an eye on discount possibilities and addressing issues with purchase orders, invoices, and payments improved efficiency in financial reporting by 20%.
- I was responsible for both manual and electronic payment batches on a predetermined timetable.
- Audited invoice processing for three-step process compliance resulted in a 25% reduction in overpayment.
- Verified inputs and compared reports to balances to ensure that processed invoices are 100% accurate.
- Executed root cause analysis on vendor disputes, implemented corrective actions, and improved communication channels, resulting in a 30% decrease in vendor-related issues and a 15% reduction in resolution time. All efforts are made on a new transition project which was taken through remote knowledge transfer from the onshore client team.
- Prepared MIS reports, which include: TAT, Open Items, Productivity, Approval, Workflow, Ageing, and Month End.

**Associate (Third Party Payroll)**

- Processed PO as well as non-PO based invoices and solving the discrepancies for Asian and European countries. Ensuring all the SLA and KPI meet and perform all the day-to-day work on time.
- Ensure all AP processes activities are in accordance with Company's Policy and Internal Controls are in place to minimize/eliminate the errors; audit and review work for accuracy and compliance.

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**EDUCATION**

2014-2016	<b>CHAUDHARY CHARAN SINGH UNIVERSITY</b> <i>Master of Commerce; Major in Finance &amp; Accounting</i>	Meerut
2011-2014	<b>UNIVERSITY OF DELHI</b> <i>Bachelor of Commerce; Major in Finance &amp; Accounting;</i>	Delhi

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**OTHER**

**Languages:** English | Hindi (native)

**Skills:** Microsoft Excel | Microsoft Word | Power BI | Oracle | SAP Hana | SAP ECC | Zoho | Invoice Track Tool | Procure-to-Pay (P2P) | Tally.ERP9 | Vendor Payment | Invoice Processing | Record to Report (R2R) - Lease COE | AP Clearing | Presentation Skill | MIS Reporting | Threshold Preparation | Dashboard | Reporting | OPEX | Vendor Reconciliation | Accounting | Team Handling | Fixed Assets - RTR | GR/IR | Query Resolution | Client Interaction | Microsoft Outlook | Communication | Transition | Leadership | PowerPoint | Accounts Payable | Multi-tasker | IFRS 16

**Project:** Paid on Time | Refund Collection

**Certifications:** Tally ERP 9