

## Mrs. NILAM A DEDGE

Mobile:9819943227/9172432887 ~ E-Mail: nilampmate@gmail.com

Accomplished and energetic worker with solid history of achievement in outsourcing industry or shared service center.  
Want a growing position in an organization that will use my diversified experience and knowledge.

### PROFESSIONAL SUMMARY

Accounts Payable Assistant with **over 7 years** of comprehensive experience driving smooth and efficient functions of accounts payable.

Proven track record in managing full-cycle accounts payable, accuracy, Multi-tasking and can work under pressure with dedication.

Effective communicator & teammate with strong analytical, problem solving & organizational abilities.

#### PROFICIENCY MATRIX

Mentoring/Training

Liaison / Co-ordination

Ability to be a good team player

Good Accountability

### SCHOLASTICS

- ✧ Bachelor's Degree in Commerce (Finance)- First Class
- ✧ Government Certification of Diploma in accounting and Taxation

### ACHIEVEMENTS

- ✧ Designed SOP for AP Processing
- ✧ Received an appreciation certificate and bonus for exhibiting a sharp learning curve and impacting overall team performance in a short period time.
- ✧ Received multiple commendations from internal stakeholders and manager on the company's sensational portal for exceptional performance and significant contributions to team success
- ✧ Successfully managed unplanned migration of Sensia AP process.

### EXTRA-CURRICULAR ACTIVITIES

- ✧ Participation in various other social activities
- ✧ Active member of committees in Stantec (Events) and Sensia (Cultural committee)
- ✧ Training and mentoring to new Joiners – work as a Buddy to new joiners

### CAREER RECITAL

**Sensia Energy India Pvt Ltd**

**Designation - Account Payable Associate**

**Duration - From Jun 2022 to Aug 2023**

**Key Highlights: Global invoice Processing, Vendor Management, Supporting to Payment Processing**

**Applications: SAP, OnBase, Brainware, IFS Application**

**Current Role:**

- ✍ Invoice processing for all regions Specialized in UK, NA and EMEA Region.
- ✍ Making sure that all invoices get processed in TAT and paid on time and maintain high POT every month.
- ✍ Analyzing GL account and preparing GL, Cost center for invoice coding.
- ✍ 3way PO matching and confirmation, non-Po invoices confirmation and approval.
- ✍ Work closely with internal and external contacts to investigate and resolve invoice discrepancies.
- ✍ Expedite invoices where legitimate reminders stop are received.
- ✍ Prepares Proposals for payment runs.
- ✍ contributes to improvement of the end-to-end process including: on time payment, minimize duplicate and overpayments, duplicate invoice processing.
- ✍ Drives process standardization and flags exceptions for review and approval.
- ✍ Providing Trainings and mentoring to new team members.
- ✍ Quality check of all AP and Activities.
- ✍ Ability to communicate and handle escalations with internal and external stakeholders and vendors regarding invoice and payment matters.
- ✍ Identify queries in the invoices and status update to supervisors.
- ✍ Supporting Helpdesk team to resolve vendors queries and SOA in peak time.

**Stantec ResourceNet India Pvt. Ltd. (Pune)****Designation - Account Payable Assistant****Duration - From Nov 2016 to May 2022****Key Highlights: Global invoice Processing, Client Setup, Travel and expense Processing, Statement Reconciliation****Applications: SAP, J.D. Edwards (E1), Oracle, AP Gateway****Current Role:**

- ✍ Accurate and timely processing invoices as per SLA (Service level Agreement) Within the guidelines.
- ✍ Assessed and closed AP sub-ledger monthly
- ✍ Client Maintenance – Re-Activate, De-Activate, Bank Info, New vendor creation
- ✍ Ensure all Emails on shared mailboxes and all other queries, escalations are answered within the time stipulated
- ✍ Invoice coding
- ✍ Preparing monthly reports, Maintaining Daily reports
- ✍ Reversal and corrections of Incorrect transactions
- ✍ Emails co-ordination with Client, sub-Contract invoices related to funds& for any other queries
- ✍ Handling Rejection and Exception Queue of invoices
- ✍ Auditing of Processed invoices to ensure quality
- ✍ Statement Reconciliation – Follow up with Suppliers for invoices that are missing and Supplier's payment related queries.
- ✍ Global Travel and expense claims processing and handling exceptions, communicating with employees for issues related to expense claims
- ✍ Training to new joiners & also to existing members
- ✍ Supporting the work of the team as directed by the management

**Reliable Chemicals – Pune**

**Designation - Accounts Assistant**

**Duration – Jan 2016 to Nov 2016**

**Key Highlights: Procurement activities, Statement Reconciliation, General ledger and processing**

**Applications- Tally ERP 9.0**

**Role:**

- ✚ Issuing Purchase Orders, as per the requirement of Works ☐ Looking after all payment as per the terms of purchase Order.
- ✚ Issuance of C' Forms Quarter wise.
- ✚ Scrutiny of ledgers and providing balance confirmation documents.
- ✚ Making payments to suppliers.
- ✚ Vendor Statement Reconciliation and follow up
- ✚ Bank Reconciliation
- ✚ Processing Invoices of Purchase, Recording Daily Bank transactions ☐ Passing Journal entries, expenses entries, Entries of Purchase invoice etc. ☐ Working of VAT returns, Issuing vendor C forms.

**TECHNICAL SKILL**

- ✚ Advanced Excel (Pivot Table, V-Lookup, Formatting, Macro)
- ✚ Microsoft Office
- ✚ SAP
- ✚ IFS, JD Edwards(E1), OnBase application
- ✚ Oracle
- ✚ Tally ERP 9.0

**PERSONAL INFORMATION**

Date of Birth:	26th April 1992
Gender:	Female
Languages Known:	Hindi, English, and Marathi.
Nationality:	Indian
Current Address:	A-903, Kamalraj Pasaydan Society, Parande Nagar, Dighi – 411015, Pune.
Notice Period:	Immediate Joiner

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**NILAM DEDGE**