



RITESH KUMAR

Targeting challenging opportunities in **Accounts Payable** with a focus on automation and manual processes in reputed MNCs across **Jharkhand, Bengaluru, Delhi or Kolkata**.

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PROFILE SUMMARY

- A competent professional, offering **nearly 12 years** of experience in the **Accounts Payable**, with expertise in **Virtual Transition and managing Full & Final Accounts, Internal Auditing, Inventory Management, Stock Summary, and Bank Reconciliation**.
- Lastly associated with **Check an Invoice as Account Manager**; successfully **transitioned US Account processes, prepared SOP/Training Manuals while managing a team of 30 Members**.
- **Skilled in leading Procure-to-Pay Process** in coordination with other departments; **engaging with vendors** for processing payments within defined timeline.
- Expertise in ascertaining smooth management of Accounts Payable and ensuring efficient processing (**accounting, billing systems, payment allocation & month-end reporting**) of company payables.
- Led the completion of all activities within agreed time and highest quality and ensured metrics met as per agreed **KPIs / SLAs targets**.
- Experience in developing reports / statements to **enable effective decision-making** for the management; developed & evaluated **Ageing Reports**, analysed financial results and performed **monthly reconciliations**,
- Excellent at liaising & coordinating with cross-functional departments to resolve financial issues
- **A forward thinking person** with strong communication, analytical & organizational skills; well organized with a track record that demonstrates self-motivation & creativity to achieve corporate goals

CORE COMPETENCIES

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|-----------------------------------|-----------------------------|--|
| • Strategic Planning & Leadership | • Procure-To-Pay Functions | • Virtual Transition |
| • Invoice Processing | • Sourcing & Vendor Support | • Client Engagement |
| • Process Automation | • MIS/ Management Reporting | • Team Building/ Training & Management |

WORK EXPERIENCE

Feb'22-May'23: Check an Invoice, Bengaluru as Account Manager

Key Result Areas:

- Directed a team of 30 members; managed invoice automation of Accounts Payable project for the client.
- Worked on & generated PPT for the organization.
- Generated report on AnyDoc, detailing the number of processed invoices, exceptions encountered, and edits made within the exception category.
- Attended calls with the for new project and gathered requirements of automation of Accounts Payable project.
- Rendered support in drafting SOPs/ Training Manual for the client and successfully transitioned US Accounts Process (Invoice Processing, Customer Support).
- Implemented automation initiatives for accomplishing greater operational effectiveness & efficiency.
- Conducted regular meetings to discuss, analyze & enhance pain areas; tracked improvement and implemented cost saving initiatives.
- Monitored & ensured correct accounting of Non-Po invoices accounting in respect of amount and GL Codes.
- Imparted training to the members and managed the team for desired output.
- Created an environment which fostered development opportunities by motivating high performance amongst team members.

May'19-Feb'22: Otis Global Services., Bengaluru as Process Lead

Key Result Areas:

- Mentored a team of 7 members; gathered & analyzed aging report of the vendors.
- Ensured timely processing of invoices.
- Managed end-to-end log voucher process.
- Defined DTP and SOPs.
- Provided support in managing Debit Balance Report of the vendors.

Sept'16-May'19: EXL Services Pvt. Ltd., Bengaluru as Senior Process Associate

Key Result Areas:

- Ensured timely posting of Accounts Receivable cheques in Oracle.
- Performed reconciliation of Prepaid Assets Accounts.
- Worked on & generated Aging report.
- Effectively retired prepaid assets post expiration.
- Created month-end accrual journal entries.

Apr'14-Jun'16: IBM India Pvt. Ltd., Bengaluru as Senior Practitioner- Accounts Payable

Key Result Areas:

- Conducted audit of:
 - Evaluated Receipt Settlements.
 - Consignments Inventories.
 - Quality Sample Invoice.
 - PO / Non-PO Based Invoices-LA, NA & Guad Region
 - Utility & FOP Invoices
 - MCR Invoices.
 - ACH Invoices.
- Created vendor aging block report and invoice aging block report.
- Timely provided highly \$ notification to the authorities of the concerned departments.
- Performed month0end reconciliation of all the blocks.
- Effectively maintained 0 fallout on a daily basis.
- Administered month-end closing, consolidation and NA chart.
- Nurtured relations between 2 vendors (Order Point Vs Remit to Point).

Mar'13-Apr'14: Visionet Systems Pvt. Ltd., Bengaluru as Process Associate

Key Result Areas:

- Worked on various GL Code (Sage) to post invoices.
- Performed reconciliation of invoice and bank statement.
- Conducted quality check at first level.
- Ensured distribution of expense according to nature of expense, location, into P&L Accounts and Balance Sheet.

Apr'11-Nov'12: ITC Royal Gardenia, Bengaluru as Associate Basic-Finance

Key Result Areas:

- Conducted physical verification of goods, managed end-to-end invoices.
- Created Goods Receipt Notes and compiled the same in Bill Register System; allocated costs within cost centres to the corresponding departments.
- Prepared report on Contract and Comparative Statement analysis.
- Managed capex item such as capitalization and attained installation certificate.
- Generated Purchasing Orders as per the requirements of material.

Projects Managed

- Employee Satisfaction-Vijaya Nand Roadline Transport Co. (Human Resources)
- Capital Market- Share Khan Securities Ltd. (Finance)

TECHNICAL SKILLS

- MS Office (Excel, Word & PowerPoint)
- SAP
- Oracle
- Sage Software
- Microsoft Great Plain.
- Lotus Notes and MS Outlook.
- Blackline Reconciliation Tool

EDUCATION

- **PGDM in Finance** from Dayananda Sagar College, Bengaluru in 2009
- **B.Com.** from Jagarnath Mishra College, Vinoba Bhave University, Jharkhand in 2004

PERSONAL DETAILS

Date of Birth : 16th May 1984

Languages Known : English, Hindi & Bengali

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