

# Sanjay Kumar Yadav

Sr. Analyst



## Professional Summary

Dedicated to leveraging expertise in vendor reconciliation and team management to drive results in a dynamic and innovative environment. Track record includes overseeing AP reconciliation processes and managing a team of ten, excelling in resolving discrepancies, negotiating payment terms, and ensuring timely payments. Strengths lie in handling vendor issues, communicating effectively, and maintaining meticulous records. Committed to optimizing processes, resolving queries promptly, and contributing to organizational success through proactive approach and attention to detail.

## Experience

### Maersk Global Service Centers (INDIA)

PVT. LTD.

(AUG 2015 to till date.)

**Working as SR Analyst in Finance & Accounts (P2P)**

**WNS – Pune (18 Months)  
WNS – Pune (16 Months)**

With a focus on vendor reconciliation and team management, AP processes for a team of ten are overseen, encompassing vendor reconciliation, bank reconciliation, and GR/IR reports.

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| Dedicated |  
Proactive | Innovative  
| Effective | Organized |  
| Communicative |

## Key Skills

### Team Management

★★★★★

### Negotiation

★★★★★

### Problem Solving

★★★★★

### Communication

★★★★★

### Attention to Detail

★★★★★

- Vendor reconciliation and new vendor creation
- Managing a team of ten for AP reconciliation
- Handling vendor, bank, and GR/IR reconciliation
- Managing vendor issues and coordinating shared service team performance
- Allocating work and ensuring timely completion
- Processing credit memos and resolving invoice discrepancies
- Negotiating payment terms and reconciling multiple vendor accounts
- Monitoring payments and maintaining updated vendor files
- Communicating with vendors and tracking payment statuses
- Processing PO invoices via three-way match
- Resolving client queries on overdue payments
- Providing quick responses to query mails and managing open items
- Attending team meetings and submitting need-based data to manager
- Supporting team with duplicate checks and bank transactions
- Downloading invoices and managing invoice formatting
- Maintaining invoice tracker and vendor amendments
- Preparing daily reports for query workflows and ensuring follow-ups
- Supporting team to meet KPIs for SSB invoice posting
- Weekly preparation of data for void and duplicate invoice scanning and follow-up
- Processing advance and urgent payments as per client and finance requests

## Technical Skills

### **Team Leadership & Performance Monitoring:**

- Managing a team of ten for AP reconciliation
- Allocating tasks and ensuring timely completion
- Conducting performance reviews and providing feedback

### **Invoice Processing and Discrepancy Resolution:**

- Processing credit memos and resolving invoice discrepancies
- Monitoring and processing PO invoices via three-way match
- Maintaining invoice tracker and vendor amendments

### **Payment Management and Forecasting:**

- Negotiating payment terms and reconciling vendor accounts
- Monitoring payments and maintaining updated vendor files
- Forecasting payment schedules and managing payment approvals

### **Client Communication & Escalation Handling:**

- Providing quick responses to vendor queries and managing open items
- Attending team meetings and submitting need-based data to management
- Escalating issues to higher management and clients when necessary

## Monthly Operations Activities

- SAP invoice monitoring and client approval facilitation
- Vendor communication for query resolution and timely payments
- Handling payment queries through vendor query team
- Analysis of vendor account open items
- Monitoring team activities and month-end processes
- Consolidation and submission of reports in BCS tool
- Daily clearing of intermediate accounts
- Escalation of open item reports to respective teams
- Follow-up on necessary actions for reconciliation
- Backline Tool monitoring and reconciliation deadline adherence
- Support for Backline BSAR and reconciliation processes
- Policy adherence and quality process enforcement
- Team performance discussions and issue resolution
- Team motivation and performance monitoring
- Client performance review meetings
- Timely issue escalation to higher management
- Efficient administration of invoice processes and vendor relations

**WNS BPO Ltd. (Jul'2011 to Jan'2013)**  
**Working as Associate (AP Profile P2P process)**

In this role, I oversee invoice matching and payment forecasting, utilizing Oracle and BOA Payment systems, I manage invoice processing and payments efficiently.

## Skill Sets

- Demonstrates flexibility and adaptability in work approach.
- Exhibits innovative and analytical thinking abilities.
- Proficient in management skills.
- Displays hardworking and dedicated work ethic.

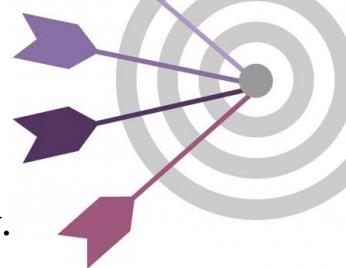
## Achievements

- Recognized for outstanding contributions, I was honored with the Rising Star and Individual Extra Miler awards during my tenure at WNS and Maersk respectively.
- Additionally, I received the prestigious Champ of the Month award at Maersk GSC, accompanied by a cash prize, highlighting my exceptional performance and dedication to excellence in the workplace.

## Computer Proficiency

- Proficient in MS Office suite including Excel, Word, and PowerPoint.
- Working knowledge of Tally 7.2 and ERP 9.
- Familiar with SAP/Oracle systems.

## Soft Skills



- Strong communication skills for interacting with vendors and team members.
- Excellent organizational abilities to manage tasks efficiently.
- Attention to detail for accurate reconciliation and analysis.
- Problem-solving skills to address payment discrepancies and resolve queries.
- Leadership qualities to manage and motivate team members effectively.
- Adaptability to navigate various software systems and adapt to changing tasks.
- Time management skills to prioritize tasks and meet deadlines.
- Analytical thinking for data analysis and reporting.
- Collaboration skills to work effectively within a team environment.
- Customer service orientation for addressing vendor queries and concerns.
- Initiative to take proactive steps in resolving issues and improving processes.
- Resilience to handle challenging situations and maintain composure under pressure.

## Education

**MBA (Marketing)** from VINAYAKA MISSION UNIVERSITY, with 59.75% in Jul 2010.

**B.COM (Accounts Honors)** from St Xavier's college, Ranchi University, 56.50% in Jun 2007.

**XII (HSC)** from Gossener College, Ranchi with 56.66% in Jun 2003.

**X (SSC)** from St Marry High School, Simdega with 56.28% in Jun 2001.

## Personal information

### Name of Father-

Jageshwar Prasad YADAV.

### Date of Birth- 06-12-1986

**Languages Known-** Hindi & English.

**Marital Status-** Married.

### LinkedIn:

<https://www.linkedin.com/in/sanjay-yadav-7a083120?>

*I hereby declare that the above particulars are correct to the best of my knowledge and belief.*