

# Simarjit Singh Nayar

High energy-driven professional, targeting assignments as **Accounts Payable Assistant Manager or Manager** with an **organization of high repute**, preferably in **Delhi NCR**



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## PROFILE SUMMARY

- **Technically skilled Accounts Payable and Accounts Receivables Specialist** with **more than 8 years of experience**; played a key role in processing over PO and Non- PO invoices per month.
- Excellent attention to detail coupled with strong organizational skills ensures a **streamlined and efficient payment process**
- Managed daily **Accounts Payable (AP) processes; managed vendor relations**; oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- **Addressed escalated Accounts Payable issues** raised by employees and vendors; ensured accurate and compliant files and records in line with company policies.
- Managed **monthly closure** including monthly closing of financial records and posting of month end information, thereby ensuring accuracy of financial statements
- Expertise in preparing **financial reports** for invoices, forecasts with the client as well as sharing and discussing the same with management and internal teams
- Performed monthly accounts payable journal entries and vendor reconciliations
- Ensured all accounts payable policies and procedures are adhered to including **travel and related expenses, vendor approval and invoice processing**
- In-depth knowledge of accounting programs including SAP and JD Edwards
- Led the **entire operations**, including vendor data base and approval, monthly closure and SLA management.
- Done **Payment Follow up in Accounts Receivables** through emails.
- Worked on **Contractual Paperwork for projects and connected with the clients** via emails.
- Starting and **handling of Contractual Projects** for the company and also **making sure that the payments are received on time**.
- Negotiate with the clients regarding the **payment terms of invoices**.
- Communicating with the client and **making sure at the terms of the agreement/ paperwork is agreed by the client as well as our company**.
- **Preparing daily and weekly reports** to the Senior Management.

## EDUCATION

**2015: MBA (Finance)** from GIBS College, GGSIP University, Rohini - New Delhi

**2012: BBA (Marketing & Finance)** from IINTM College, GGSIP University, Janakpuri - New Delhi

## CERTIFICATION

Basic Accounting

Procurement Management

Chat GPT and AI Hacks with MS Office

Business Intelligence using Power BI



## CORE COMPETENCIES

- Management of Accounts Payable (AP) and Accounts Receivable (AR) Processes
- Preparation of Reports
- Vendor Reconciliation
- Travel & Expense Auditing
- Invoice Processing – PO & Non-PO invoices
- Client Engagement
- Invoices & Expense Reports
- DAT Reporting
- Payment Run & Payment Proposals

## IT SKILLS

- MS Office – MS Word, MS Excel, MS PowerPoint
- JD Edwards (JDE)
- SAP



## PERSONAL DETAILS

**Date of Birth:** 27<sup>th</sup> July 1991

**Address:** A-28 Kirti Nagar New Delhi -110015

**Languages Known:** English Hindi and Punjabi



## WORK EXPERIENCE

**Nov'22– Dec'23: Senior Process Coordinator with Java R&D Ventures Ltd., Bhopal**

### Key Result Areas:

- Handling a team of 5 people in Accounts Receivable.
- Allocating work to the team of Payment Follow up and project allocation.
- Doing payment follow up with the vendor via emails.
- Making sure that the payments are always received on time.
- Ensuring that invoice processing time reduced; preparing on-going reports for Senior Management
- Preparing month-end journal entries, Manual Invoice Processing, Non-PO Invoice Processing & Invoice Processing.
- Worked to resolve discrepancies with clients and departments or individuals throughout the firm
- Month-end close activities long with Payment Proposal and Payment Run.
- Responding to and effectively resolving escalated issues from employees or vendors regarding Accounts Payable (AP)
- Acting as a Process Trainer for Accounts Payable; providing training to new joiners
- Managing Paperwork/agreement for the projects.
- Negotiating with the vendor regarding the paperwork/agreement with the vendor.
- Preparing payment reconciliations matching the payments with the statement which is provided by the vendor.
- Worked on Contractual Paperwork for projects and connected with the clients via emails.
- Starting and handling of Contractual Projects for the company and making sure that the payments are received on time.
- Making sure that all the necessary negotiations are done and maintaining accuracy before signing the paperwork/ agreement.
- Preparing and reporting daily and weekly reports to the Senior Management.
- Communicating with the client and making sure the terms of the agreement/ paperwork is agreed by the client as well as our company.
- Reporting pending payments to the Senior Management on a weekly basis.
- Handling and responding to client emails regarding project queries.
- Handling common mailbox of the company.

### Highlights:

- Appreciated by Senior Management for excellence in work.
- Working as a key resource in Accounts Receivables.

**Aug'19 – June'22 : Subject Matter Expert with Accenture Services Pvt. Ltd., Gurugram**



### Key Result Areas:

- Supporting Non-PO exception queue; including error research, tracking, follow-up, and resolution of invoice issues
- Leading :
  - the Payment QC Transition, CHC Transition (Leo and Shift), Payment QC Team, Payment QC Queries, QC Reporting, managing client queries, Payment QC Mailbox, Payment QC, Invoice Processing QC & Non-PO Invoice Processing QC
- Responding to and effectively resolving escalated issues from employees or vendors regarding Accounts Payable (AP)
- Acting as a Process Trainer for Accounts Payable; providing training to new joiners
- Ensuring that invoice processing time reduced; preparing on-going reports for Senior Management
- Preparing month-end journal entries, Manual Invoice Processing, Non-PO Invoice Processing & Invoice Processing

- Reviewing and processing non-invoice documents rejected by Indexing Team
- Responding to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices for payment, recording sales tax, assisting with bank reconciliations.
- Leading research information to provide accurate and timely solutions to internal clients and vendors at multiple locations
- Verifying the accuracy of vendor invoices and confirm that the correct general ledger account codes are used
- Liaising with vendors, ensuring that invoice processing time reduced; preparing on-going reports for Senior Management
- Generating payment to vendors on a routine schedule and match the check with backup for review by the Financial Manager
- Inspecting paid and unpaid invoices including cleared payment inquiries and check voiding to maintain accurate files and records according to company standards
- Developing and maintaining a filing system for financial information, records and documents to ensure easily available information
- Monitoring account balances, tracking expenses, preparing analyses of accounts and related financial activity to produce monthly financial reports

#### **Highlights:**

- Recognized with client appreciation for excellence in work
- Performing Payment QC Transition without escalation

### **Aug'15 – Aug'19: Accounts Payable Analyst (Process Developer) with Genpact India Pvt. Ltd., Gurugram** **Analyst Senior analyst after 2 years**

#### **Key Result Areas:**

- Engaged in preparing invoices and expense reports for payment including, inputting to the financial reporting system, validate key fields from scanned documents, tax entries and verifying accurate ledger codes, reviewing, in detail, all of the supporting documentation
- Conducted audits of invoices and expenses to ensure compliance with company policies and to protect from fraud, waste and abuse
- Worked to resolve discrepancies with clients and departments or individuals throughout the firm
- Month-end close activities long with Payment Proposal and Payment Run.
- Processed invoices in workflow / ERP as per customer policies and guidelines; managed uploads for electronic invoices
- Resolved the exceptions while processing and post processing
- Executed audits in accordance with customer's policies and procedures
- Conducted T&E receipt audits and report the discrepancies in accordance with client policies
- Generated the payment batches and work with customer and Genpact internal offices for approvals and printing

#### **Highlights:**

- Played a key role as a Process Trainer for Accounts Payable
- Conferred with the Client Award for excellence in work
- Recipient of Bronze Award four times for excellence in work
- Felicitated with the Spot Award & Silver Client Award for excellence in work