

SAVITA KARADE

Team Leader (Accounts Payable, Quality Assurance)

Available to join immediately



CONTACT:

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Mob: 9579522906

EDUCATION:

- MBA,2009,1st Class, Karnataka University.
- B. Com,1st Class with DN, Karnataka University.

Key SKILLS:

- Invoice processing
- PMP (Course Completed)
- People management
- Reporting & Data Analysis
- SLA/KPI management
- Vendor management
- Quality Assurance
- Process improvement
- Performance Management
- Process Training
- Travel & Expense (T & E)
- Process migration
- Advanced MS Excel and Power Point
- VBA
- SAP (SAP MM)

A passionate and result oriented finance professional with 14 years of experience in Accounts Payables, Invoice Processing, Vendor Reconciliation, and Data Analysis. A people's manager with strong organizational and problem-solving abilities, and a track record of leading successful projects and delivering results. Aim to create a positive and productive work environment by communicating with team members, setting clear goals, managing KPI & customer satisfaction and monitoring performance.

Professional Experience

1.Metro Global Solution Center, Pune (Captive Unit of Metro Group)

Team Leader – Operations (Accounts Payable)

📅 April 2021- February 2024

- Managed a team of 17 FTEs and taking care of operational activities of Invoice processing, Claims and Reporting Activities.
- Managing and monitoring process SLAs/ KPI.
- Review of aged open items to ensure proper action/follow-up.
- Creating backups for all the tasks ensuring effectively utilizing existing resources and motivating them to pursue career skills.
- Escalation Management.
- Monthly dashboard presentation to Turkey and Italy clients.
- Timely preparation of bonus data and sharing the same with the Team.
- Driving process improvement projects.
- Act as a SME to solve the process related queries of the Team members.
- Conducting performance appraisals.
- Manage onboarding - Applying for IDs, new joiners' buddy, making them aware of the co. policies, raising system accesses.
- Analyzing and taking an action on the low performers in productivity and accuracy.
- Co-ordinate with other departments to ensure smooth operations.
- Knowledge management.
- Motivating the team to take active participation in the Company initiated programs & activities.

Senior Process Excellence Specialist

📅 September 2017- March 2021

- Conducting Quality Checks for multiple processes, onboarding sessions with all stake holders, which will make them aware about Sampling Method, Knowledge management etc.
- Conducting quality checks as per SOP and DTPs on daily basis.
- Leading Quality Improvement Discussions (QID) to ensure improvement in quality.
- Conducting root cause analysis (RCA) for the errors found in the processed units and providing corrective and preventive action plan to avoid repetition of errors.
- Analyzing pain area and arranging refresher sessions, process knowledge tests
- Revisiting sampling strategy on timely basis to ensure Quality Assurance.
- Preparing Weekly and Monthly performance report.
- Preparing action plan with the Operations team and sharing the same with the respective stake holders.

Soft Skills:

- Good Analytical skills
- Solution Oriented & Problem Solver
- Collaborator
- Communicator

Notable Accomplishments:

- Promoted to Senior Analyst in the first year of joining.
- Awarded with “Silver Start” in 2014, “Client King” for 2021 & 2022.
- Received “Retention Bonus” in the year 2015 and 2017.

Projects Undertaken:

- Working Capital Management at HIRA SUGAR.
- Study of Non-performing Assets with Special reference to DCC Bank, Bagalkot.

Personal Details:

- Date of Birth: 01st Jul 1986
- Marital Status: Married
- Address: Alandi, Pune – 412105.

Languages Known:

- English
- Hindi
- Kannada
- Marathi

- Delivering pre-process training and process training (Accounts Payable) & Conducting accreditation process for all trainees.
- Creating, reviewing, approving and maintaining process documents (DTP's, Rulebooks, flow-charts etc.).

Analyst & Senior Analyst

📅 February 2012 - August 2017

- Handling exception arising due to 2-way mismatch (GR-IR mismatch).
- Allocating Invoices to the team of 50 members on daily basis by prioritizing invoices according to ageing and payment terms.
- Preparation of production plan and planning of work as per SLA (Service Level Agreement)
- Handling internal audits on daily basis and ensuring the timely and accurate payment to the Vendors.
- Attend client governance calls and implement action plans.
- Publishing daily production reports and Maintaining files and documentation thoroughly and accurately
- Preparation of monthly production and accuracy reports of the team
- Providing process training to the new team members and conducting the sessions for the new process updates.
- Assisting the team members in solving the queries and providing support on complex invoices.
- To verify vendor invoices against stock receipts and approving supplier's payment.
- Settle vendor's claims (quantity/ price) received through e-mails/system.
- Raising debit notes on suppliers and processing credit notes received.
- Raising and responding to the queries of Sales line through CR Space (Collaboration Room).
- Follow up with the suppliers that are not responding to invoice queries.

2. Maersk Global Service Centre Pvt.Ltd. (Captive unit of Maersk Group)

Sr. Officer (Operations – Accounts Payable)

📅 Dec 2009 - February 2012

- Provide Purchase Order to the vendors of Maersk Line for the region of North Europe (NEU).
- Knowledge of working in SAP Material Management (SAP – MM).
- Invoice verification with a three-way match of Purchase Order (PO), Goods Receipt (GR) & Invoice.
- Raising of queries and handling replies received through the workflows for processing invoices.
- Timely email handling and control in Maersk Communication System (MCS) meant for internal communication within Maersk Group.
- Responding to payment queries raised by front office.
- Achieve productivity targets to improve the overall performance of the team.
- Handling exception (Workflow handling) arising due to 3 ways mismatch (GR-IR-PO mismatch)