

# SATAKSHI PRIYA

Sector-89, Faridabad, Haryana (121002)  
9717132309 | priyasatakshi18@gmail.com

## Objectives

An enthusiastic and dedicated Senior Analyst who enjoys being part of a productive and intellectual team. Able to work on his own initiative and to demonstrate the high levels of motivation and organization required to achieve company objectives.

## Work Experience

### Accenture Solutions Private Ltd, Noida, India.

29<sup>th</sup> July 2016 – Present

### ERPs & Applications Known

SAP S4 HANA, SAP ECC, PeopleSoft, JDE 9.1 MOFS, MDG, ServiceNow, TAP, Oracle , OCR

## Education

### 2023 -PGDM (Finance)

NarseeMonjee Institute of Management Studies (SOL), Mumbai.

### 2015- B.COM

Maharishi Dayanand University, Rohtak.

## Key Responsibilities

### Vendor Master

- Vendor onboarding, creation & maintenance of vendor database.
- Knowledge on 1099 ,W9 & W8 tax forms for vendor onboarding.
- Resolve all vendor queries and requests coming via emails & handle client escalations and calls.
- Daily allocation & workflow activity.
- Primary Trainer for VMD during KT.
- Quality check - Preparing QC data and doing quality check whenever required.
- Maintain DTP and approval matrix.
- Drive multiple projects like ERP migration and stabilized them.
- Vendor master process training & QC lead.

### Vendor Payments

- Reviewing payment proposal and performing the payment runs.
- 5% Quality check before Payment.
- Completing Ad hoc payments on priority.

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## Invoice Processing

- Checking the Two way and Three-Way match PO.
- Verifying on Hold & Booking Hold Invoices.
- Process PO and Non-PO invoices.
- T&E processing.
- Processed Invoices for all clusters APAC , Europe & North Americas

## Vendor Reconciliations

- Follow-up for vendor statements through emails & calls and preparation of reconciliations based on the statements received.
- Prepared ops call presentations and share with the clients on monthly basis.  
Also, took monthly call with the client and helped in improving entity ratings.

## Reporting Activities

- SLA Reporting for US and Global countries.
- Supplier Statement Reconciliation
- Prepare 3X3, Control Chart and Cross skill matrix & BE documents for VMD.
- QC report, Rejection reason report, Trade compliance report, Audit report, Performance details file RCA report, TAT case closure report.
- Month end accrual reporting.
- Inactivity report & duplicity report for VMD

## Industry Experience

- Freight & Logistics
- Agricultural

## Functional Experience

- Month end reporting activities
- Vendor Master Data, Payments & Invoice Processing, Customer Service , Client Handling
- Supplier Statement Reconciliations
- Knowledge of KT

## Professional Skills

- Proficient in Microsoft Excel, Word & PowerPoint.
- End-to-end P2P (Accounts Payable) Knowledge.
- Experience of working on multiple ERPs.

# **SATAKSHI PRIYA**

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## **Accomplishments**

- o Awarded Star of the Business Award four times from Accenture Operations for putting efforts towards creating value for our clients through business outcomes. (Nov-Dec FY17), (Mar-Aug FY18) (Dec-Feb FY19) & (Sept FY22).
- o Awarded Big Heart award from Accenture India Corporate citizenship team for contribution towards community at large through volunteering efforts (Q3, FY19).
- o Awarded Core Value champion award from Accenture Operations in Q4, FY'20 for extraordinary performance in project.

## **Other Details**

- o Date of birth – 18th January 1995
- o Marital Status – Single
- o Father's Name – Mr. Govind Kumar
- o Mother's Name – Mrs. Alpana Kumari