

Mrs. NILAM A DEDGE

Mobile:9819943227/9172432887 ~ E-Mail: nilampmate@gmail.com

Accomplished and energetic worker with solid history of achievement in outsourcing industry or shared service center.
Want a growing position in an organization that will use my diversified experience and knowledge.

PROFESSIONAL SUMMARY

Accounts Payable Assistant with **over 7 years** of comprehensive experience driving smooth and efficient functions of accounts payable.

Proven track record in managing full-cycle accounts payable, accuracy, Multi-tasking and can work under pressure with dedication.

Effective communicator & teammate with strong analytical, problem solving & organizational abilities.

PROFICIENCY MATRIX

Mentoring/Training

Liaison / Co-ordination

Ability to be a good team player

Good Accountability

SCHOLASTICS

- ↳ Bachelor's Degree in Commerce (Finance)- First Class
- ↳ Government Certification of Diploma in accounting and Taxation

ACHIEVEMENTS

- ↳ Designed SOP for AP Processing
- ↳ Received an appreciation certificate and bonus for exhibiting a sharp learning curve and impacting overall team performance in a short period time.
- ↳ Received multiple commendations from internal stakeholders and manager on the company's sensational portal for exceptional performance and significant contributions to team success
- ↳ Successfully managed unplanned migration of Sensia AP process.

EXTRA-CURRICULAR ACTIVITIES

- ↳ Participation in various other social activities
- ↳ Active member of committees in Stantec (Events) and Sensia (Cultural committee)
- ↳ Training and mentoring to new Joiners – work as a Buddy to new joiners

CAREER RECITAL

Sensia Energy India Pvt Ltd

Designation - Account Payable Associate

Duration - From Jun 2022 to Aug 2023

Key Highlights: Global invoice Processing, Vendor Management, Supporting to Payment Processing

Applications: SAP, OnBase, Brainware, IFS Application

Current Role:

- ↳ Invoice processing for all regions Specialized in UK, NA and EMEA Region.
- ↳ Making sure that all invoices get processed in TAT and paid on time and maintain high POT every month.
- ↳ Analyzing GL account and preparing GL, Cost center for invoice coding.
- ↳ 3way PO matching and confirmation, non-Po invoices confirmation and approval.
- ↳ Work closely with internal and external contacts to investigate and resolve invoice discrepancies.
- ↳ Expedite invoices where legitimate reminders stop are received.
- ↳ Prepares Proposals for payment runs.
- ↳ contributes to improvement of the end-to-end process including: on time payment, minimize duplicate and overpayments, duplicate invoice processing.
- ↳ Drives process standardization and flags exceptions for review and approval.
- ↳ Providing Trainings and mentoring to new team members.
- ↳ Quality check of all AP and Activities.
- ↳ Ability to communicate and handle escalations with internal and external stakeholders and vendors regarding invoice and payment matters.
- ↳ Identify queries in the invoices and status update to supervisors.
- ↳ Supporting Helpdesk team to resolve vendors queries and SOA in peak time.

Stantec ResourceNet India Pvt. Ltd. (Pune)

Designation - Account Payable Assistant

Duration - From Nov 2016 to May 2022

Key Highlights: Global invoice Processing, Client Setup, Travel and expense Processing, Statement Reconciliation

Applications: SAP, J.D. Edwards (E1), Oracle, AP Gateway

Current Role:

- ↳ Accurate and timely processing invoices as per SLA (Service level Agreement) Within the guidelines.
- ↳ Assessed and closed AP sub-ledger monthly
- ↳ Client Maintenance – Re-Activate, De-Activate, Bank Info, New vendor creation
- ↳ Ensure all Emails on shared mailboxes and all other queries, escalations are answered within the time stipulated
- ↳ Invoice coding
- ↳ Preparing monthly reports, Maintaining Daily reports
- ↳ Reversal and corrections of Incorrect transactions
- ↳ Emails co-ordination with Client, sub-Contract invoices related to funds& for any other queries
- ↳ Handling Rejection and Exception Queue of invoices
- ↳ Auditing of Processed invoices to ensure quality
- ↳ Statement Reconciliation – Follow up with Suppliers for invoices that are missing and Supplier's payment related queries.
- ↳ Global Travel and expense claims processing and handling exceptions, communicating with employees for issues related to expense claims
- ↳ Training to new joiners & also to existing members
- ↳ Supporting the work of the team as directed by the management

Reliable Chemicals – Pune

Designation - Accounts Assistant

Duration – Jan 2016 to Nov 2016

Key Highlights: Procurement activities, Statement Reconciliation, General ledger and processing

Applications- Tally ERP 9.0

Role:

- ↳ Issuing Purchase Orders, as per the requirement of Works Looking after all payment as per the terms of purchase Order.
- ↳ Issuance of C' Forms Quarter wise.
- ↳ Scrutiny of ledgers and providing balance confirmation documents,
- ↳ Making payments to suppliers.
- ↳ Vendor Statement Reconciliation and follow up
- ↳ Bank Reconciliation
- ↳ Processing Invoices of Purchase, Recording Daily Bank transactions Passing Journal entries, expenses entries, Entries of Purchase invoice etc. Working of VAT returns, Issuing vendor C forms.

TECHNICAL SKILL

- ↳ Advanced Excel (Pivot Table, V-Lookup, Formatting, Macro)
- ↳ Microsoft Office
- ↳ SAP
- ↳ IFS, JD Edwards(E1), OnBase application
- ↳ Oracle
- ↳ Tally ERP 9.0

PERSONAL INFORMATION

Date of Birth:	26th April 1992
Gender:	Female
Languages Known:	Hindi, English, and Marathi.
Nationality:	Indian
Current Address:	A-903, Kamalraj Pasaydan Society, Parande Nagar, Dighi – 411015, Pune.
Notice Period:	Immediate Joiner

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

NILAM DEDGE