

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.

29th 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.

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.

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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