



YUVRAJ D PATIL

Open to Work

Charoli, Pune, Maharashtra, 412105, India

+91-9922401633 | Patil.yuvraj054@gmail.com



JOB SEARCH PREFERENCES

Work Status	Employed At Work
Job Search Progress	Open to Work



LOOKING FOR

Position Designation	Manager
Work Type	Full Time
Location	Pune, Mumbai
Expected Salary	As Per Company Standards
Notice Period Duration	90 days



PROFILE

Dedicated accounts payable manager with 15 years of experience in transactional finance and ERP implementation. Proficient in managing payables department operations, including expense reporting, reconciliations, vendor management, invoice processing, payment processing, GRIR processes, help desk email handling, and employee relations. Demonstrates a consistent track record of reducing overhead through strong analytical and problem-solving skills. Skilled in creating procedures and policies aligned with best practices.

KEY SKILLS

- Procure to Pay Management
- Operations Management
- Transition Management
- Client Relationship Management
- Financial Planning and Analysis
- Leadership and Staff Management
- Stakeholder Management
- Vendor Management
- Sox Compliance
- Multi-currency Transactions
- Policies and Procedures
- Process Improvement
- Data Migration and ERP Systems
- Training and Development
- Audit Support
- Automation Projects
- SLA and KPI Management
- Risk Management
- Negotiation Skills
- Project Management
- Communication Skills
- Problem-Solving



WORK EXPERIENCE

Operation Manager

Datamatics Global Services, Nashik

01st August 2022 - Present

DUTIES AND RESPONSIBILITIES :

Process:- Accounts payable / Procurement US Process

- Currently overseeing the Accounts Payable and Procurement US Process, leading a team of 50 employees through strategic recruitment, hiring, and daily workforce allocations.
- Reporting to both internal and external stakeholders, ensuring effective communication and collaboration.
- Exercising control and monitoring over end-to-end payable processes, from procurement to pay function.
- Identifying and implementing process improvements while introducing internal controls within the function.
- Managing relationships with internal and external partners, particularly focusing on payments and statements.
- Reviewing and establishing automated accounts payable policies, processes, and master data.
- Developing senior management reports to facilitate effective decision-making processes.
- Coordinating and establishing User Acceptance Testing (UAT) and data migration for ERP systems.
- Handling HR duties, including appraisals, feedback, and staff reviews.
- Developing and maintaining robust vendor relationships, contracts, and negotiated payment terms.
- Managing day-to-day operations of various AP areas, encompassing PO and Non-PO invoice processing, Vendor Desk, Internal Client & Vendor Relations, and Payment Processing.
- Creating queries and generating reports for upper management, summarizing information such as expenses, vendor spend, forecasts, etc.
- Maintaining the department's scorecard information, including staff productivity, invoice processing cost, and cost allocations.
- Successfully transitioning AP functions from 2 off-site locations to corporate headquarters, realigning workload, and optimizing headcount without disrupting services to vendor accounts.
- Conducting refresher training sessions for all new joiners and monthly knowledge tests for both tenured employees and new joiners.
- Tracking all agreed SLAs and KPIs, along with updating process-related documents, including SOPs and learning logs.
- Motivating and inspiring the team to achieve high standards in invoice processing.
- Handling daily, weekly, and monthly calls with stakeholders, ensuring effective communication.
- Providing support for all activities related to internal and external audits.
- Working on identifying pain areas, initiating projects, and implementing automation in collaboration with the technical team.

Deputy Manager

Wipro Limited, Pune

26th May 2019 - 31st July 2022

DUTIES AND RESPONSIBILITIES :

Process:- Accounts payable US/Canada/Europe Process

- Managed end-to-end processing of invoices, ensuring accuracy and compliance with company policies and tax regulations.
- Communicated with vendors to address inquiries and resolved discrepancies in a timely manner.
- Executed timely and accurate payments to vendors using various payment methods.
- Coordinated with banks for international payments, adhering to regional regulations.
- Handled employee expense reports, ensuring compliance with policies and facilitating timely reimbursement.
- Reconciled credit card statements and ensured accurate processing.
- Stayed updated on tax regulations in the US, Canada, and Europe and ensured compliance in accounts payable processes.
- Collaborated with tax and legal teams to prepare accurate and timely tax reports.
- Identified opportunities for process improvement and implemented automation tools to enhance efficiency.
- Maintained organized records of all accounts payable transactions and ensured proper documentation for audits.
- Collaborated with the treasury department to manage cash flow related to accounts payable.
- Handled foreign currency transactions and managed the impact of exchange rate fluctuations on payments.
- Collaborated with cross-functional teams, including procurement and finance, to streamline processes.
- Provided training and support to team members, ensuring a high level of expertise in accounts payable processes.

Assistant Manager

WNS Global services Limited, Pune

02nd January 2018 - 26th May 2019

DUTIES AND RESPONSIBILITIES :

Process:- Accounts payable US Process

- Executed end-to-end processing of accounts payable transactions, ensuring meticulous adherence to both US accounting standards and organizational policies.
- Validated and recorded vendor invoices with precision, emphasizing accurate coding and rigorous compliance with established approval protocols.
- Cultivated effective communication channels with vendors to promptly address inquiries, resolve discrepancies, and foster collaborative relationships.

- Orchestrated timely and precise vendor payments via diverse methods, including checks, ACH, and wire transfers, showcasing adept financial management.
- Collaborated seamlessly with cross-functional teams to refine and optimize the accounts payable process, contributing to heightened overall operational efficiency.
- Spearheaded the reconciliation of vendor statements, demonstrating meticulous attention to detail and a proactive approach to issue resolution.
- Assisted in the meticulous preparation and filing of tax returns pertinent to accounts payable transactions, ensuring unwavering adherence to US regulatory requirements.
- Played an integral role in both internal and external audit processes, providing comprehensive documentation and steadfast support.
- Leveraged advanced accounting software to uphold systematic and organized records of all accounts payable transactions.

Team Leader

Datamatics Global Services Limited, Nasik

16th May 2016 - 31st December 2017

DUTIES AND RESPONSIBILITIES :

Process:- Invitation Homes Accounts payable process US

- Managed the end-to-end accounts payable process for Invitation Homes, adhering to rigorous standards and protocols within the US accounting framework.
- Validated and meticulously processed invoices, ensuring accuracy, proper coding, and alignment with established approval procedures.
- Established effective communication channels with vendors to address inquiries promptly, resolve discrepancies, and nurture collaborative relationships.
- Orchestrated timely and precise payments to vendors, utilizing various methods such as checks, ACH, and wire transfers, showcasing adept financial management.
- Collaborated seamlessly with cross-functional teams to refine and optimize the accounts payable process, contributing to heightened overall operational efficiency.
- Spearheaded the reconciliation of vendor statements, demonstrating meticulous attention to detail and proactive resolution of discrepancies.
- Assisted in the preparation and filing of tax returns related to accounts payable transactions, maintaining unwavering compliance with US regulatory requirements.
- Played a pivotal role in internal and external audit processes, providing comprehensive documentation and robust support.
- Leveraged advanced accounting software to uphold systematic and organized records of all accounts payable transactions.
- Proactively identified and implemented process enhancements and automation tools to elevate the efficiency and agility of the accounts payable workflow.

Senior Analyst

Maersk global service centers (India) Pvt. Ltd., Pune

29th October 2012 - 12th May 2016

DUTIES AND RESPONSIBILITIES :

Process:- Seago line cost control ATR team Denmark.

- Orchestrated comprehensive cost control within the ATR team at Seago Line in Denmark, demonstrating meticulous adherence to established processes.
- Led the cost control efforts by implementing robust measures to monitor and optimize expenditure, ensuring alignment with organizational objectives.
- Collaborated seamlessly with cross-functional teams within Seago Line to streamline processes and enhance overall cost efficiency.
- Oversaw the accurate recording and processing of financial transactions, meticulously tracking costs and expenditures.
- Established and maintained effective communication channels with relevant stakeholders, addressing inquiries and providing insights into cost-related matters.
- Implemented proactive measures to identify and mitigate potential cost overruns, contributing to the financial stability of Seago Line.
- Assisted in the preparation of financial reports and analyses, offering valuable insights into cost trends and potential areas for optimization.
- Engaged actively in internal and external audit processes, providing comprehensive documentation and support to ensure robust financial controls.

WNS Global Services Pvt. Ltd., Pune

12th August 2005 - 04th November 2011

DUTIES AND RESPONSIBILITIES :

► GROWTH PATH

Senior Associate

Dec 2009 to 4th Nov 2011

Process:- Accounts Payables process US

Job Responsibilities:

- Executed and managed the end-to-end Accounts Payable process for the US region, ensuring strict adherence to established protocols and compliance with accounting standards.
- Verified and processed invoices with meticulous attention to detail, emphasizing accurate coding, and following rigorous approval procedures.
- Maintained effective communication channels with vendors, addressing inquiries promptly, resolving discrepancies, and cultivating positive relationships.
- Coordinated timely and accurate payments to vendors, utilizing various methods such as checks, ACH, and wire transfers, showcasing adept financial management.
- Collaborated seamlessly with cross-functional teams to optimize the Accounts Payable process, contributing to heightened overall operational efficiency.

Associate

12 August 2005 To July 2007

Process:- Accounts payable US process

Job Responsibilities:

- Managed the complete cycle of the Accounts Payable process within the US, ensuring rigorous adherence to established protocols and regulatory standards.
- Verified, processed, and recorded invoices with meticulous attention to detail, emphasizing accurate coding and stringent adherence to approval procedures.
- Fostered effective communication channels with vendors, promptly addressing inquiries, resolving discrepancies, and nurturing positive vendor relationships.
- Coordinated the timely and accurate disbursement of payments to vendors, utilizing diverse payment methods such as checks, ACH, and wire transfers, showcasing adept financial management.

ACCOMPLISHMENTS

- Implemented learning log automation in LSE IP region for enhanced accuracy and process quality.
- Supported successful migration and integration of new ERP (e.g., Trade-Shift) for streamlined operations.
- Developed and implemented best practices and reporting procedures for effective quality control and governance.
- Established internal control systems, including automation tools, to prevent fraud and overspending.
- Optimized business processes, notably automating the payment system via Win Shuttle, resulting in significant time and cycle time reductions.



EDUCATION

Master Degree in Master Of Business Administration (Dual Specialization Of Finance And Marketing), ICFAI National Collage, Nashik,

ICFAI University, 2009 - Completed

Bachelor Degree in Bachelor Of Commerce,

Pune University, 2007 - Completed



LANGUAGES

English	Professional working proficiency
Hindi	Professional working proficiency
Marathi	Professional working proficiency



SKILLS

- • • • Microsoft Office - (Microsoft Word, Excel, PowerPoint, Outlook)
- • • • Tally 7.2, ITES, Oracle, Trade-Shift, Cockpit, Hana, Lucern-Ex
- • • • SAP 7.0 FICO, PeopleSoft 8.4, Omni Flow
- • • • Windows 98, 2000, 2003, 2007, 2010 XP



AWARDS

Best Performance By Datamatics Global Services

DURATION :

Customer Delighted By Maersk Global Service Centers

DURATION :

Best Performance By WNS Global Services Limited

DURATION :

Best Achiever In SIP Program

DURATION :



PERSONAL INFORMATION

Gender Male

Date of Birth 1987-05-14

Blood Group A+

Relationship Married



DECLARATION

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors. Hope that credentials satisfy your requirement & looking forward for further contacts.