

RESUME

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Address- Sukhkarta, Plot no. 29, Lane no.4B, Janardhan Nagar, Lohegaon

OBJECTIVE

Dedicated and results oriented professional with over 10 years of experience in PTP processes. Adapt at handling invoicing, AP reconciliation and PTP reporting with a strong focus on accuracy. Proven track record of delivering results in fast- paced environment.

PROFESSIONAL EXPERIENCE

Organization : Johnson Controls
Period : Dec 2020 to till Date
Designation : Senior Executive

JOB RESPONSIBILITIES

- Providing coding to third party NON-PO invoices based on service description for EMEA region.
- Creating and posting internal documents in case of corrections.
- Proforma invoice processing, creating and posting of internal credit note against proforma invoice.
- Working on reconciliations for third party accounts.
- Interacting with various teams for the resolution of difference in accounts such as IP team, ICO team, IT team, RTR team.
- Working on HP tasks for EMEA region on monthly basis.
- Handling emails and queries on timely manner.
- Handling reporting tasks for the team such as Daily backlog report, productivity report.
- Follow up with the departments responsible in case of exceptions i.e., incorrect reference or no reference on invoice, incorrect billing address etc.
- Participating in daily teams call and leading team for common goal to achieve.
- Motivating and training team members to grow and learn. Arranging fun activities for the entire team.
- Handling team activities in absence of lead.
- Proficient in extracting relevant data, creating meaningful insights and presenting reports to management.

Organization : Maersk Global Service Centre
Period : August 2017 to Oct 2020
Designation : Senior Analyst

JOB RESPONSIBILITIES

- OCR processing
- Review and processed all types of PO based invoices through two way and three-way matching within established service levels.
- Processed all types of NON-PO invoices keeping in mind the approvals needs and criticality of allocating costs.
- Handles reversal and corrections in case of discrepancies.
- Interaction via email and calls with the clients for solving process related queries.
- Work allocation and Daily reporting to clients.
- Follow up with the departments responsible in case of exceptions i.e., incorrect reference or no reference on invoice, incorrect billing address etc.
- Ensure timely payments of invoices in line with departmental goal in high volumes.
- Processing multiple line invoices and coordinating with various locations and PIC's for cost updating.
- Preparing various reports such as ageing report, productivity report for the team.

Organization : Metro Global Business Services
Period : December 2013 to August2017
Designation : Accounts Payable Analyst

JOB RESPONSIBILITIES

- Processing accounts payable transaction in a timely and accurate manner
- Maintains master data
- Performs invoice administration and control
- Invoice receiving (paper and electronic handling) and uploading in the system
- Posting preparation and transfer to SAP FI
- Period end processing and reporting

- Contributes to accounts payable process improvement initiatives
- Handling of client queries, escalation and managing their responses
- Posting of critical and high value vendor every month
- Managing daily volume in an effective way and distribution among team members
- Reconciliation of accounts of supplier and avoided incorrect/double payments
- Generate defined standard reports and process ad hoc requests as required by the team lead
- Training to members joining in the team
- Participating in weekly calls with clients
- Preparing monthly performance rating of team members.

JOB SKILLS

- Ability to work in a team
- Committed to work in project deadlines and schedules
- Organized and well-structured at work situation.
- Ability to work effectively and efficiently in pressure situation.
- Enthusiastic and responsible team player.
- Was awarded with the significant achiever within six months of production.
- Always have maintained accuracy and timeliness of the records without fail.
- Managed the accurate and timely month and year end closing.

ACADEMIC QUALIFICATION				
Course	Institute/College/School	University/Board	Percentage	Year of Passing
MBA (Finance)	Matrix School of Management Studies, Pune	Pune	59.28%	2013
Bachelor's in information and mgmt.	G.M.N. College Ambala Cantt	Kurukshetra university	54.51%	2011
H.S.C. (Commerce)	K.V.NO.1 MR Campus Shahibaug Ahmedabad Gujrat	CBSE Board	55.6%	2008
S.S.C.	K.V. Air Force Station Wadsar Ahmedabad Gujrat	CBSE Board	66.2%	2006

PERSONAL PROFILE

Nationality	: Indian	Skills	: Initiative taking, Leadership, Team player
D.O.B	: 3 rd Oct 1990	Strength	: Dedication and determination towards my work
Gender	: Female	Mobile no.:	8412800452
Language	: English, Hindi and Marathi	Marital Status:	Single
Hobbies	: Travelling and gardening		

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge.

Date:

Place: Pune

Smita Tembhekar

