SAKSHI PANDITA

Pune, Maharashtra

panditasakshi08@gmail.com
9763466658

Objective	Utilize my knowledge and experience to the maximum achieve career heights; upgrade myself professionally to face the challenges.

Experience

Infosys BPM 13-Dec-2022 – Till Date
Process Specialist (SME)

- Management and Maintenance of core company code master data, purchasing and sales organisation, and Business Partner master Data in SAP S4 Hana.
- Process employees' master data requests accurately and timely in SAP in compliance with the service level offering based on Standard Operating Procedure.
- Ensure all processed data are reviewed in accordance with defined parameters, and perform 100% master data checking to ensure accurate data are reported.
- Working with our customers and business stakeholders to ensure Master Data Management platforms are stable, easy to use and self-service oriented

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Experience

TCS (Tata Consultancy service Ltd.) 22-Dec-2021 – 17-Aug-2022
Process Specialist (SME)

- Processing of invoice in Oracle-R12 and Tap.
- Worked with buyer and suppliers regarding issues related to Po invoices.
- Worked with tax team for tax related issues and up hold the invoice from tax hold.
- Reconciliation of statements send by supplier on monthly basis.
- Adding supplier's details in VMT vendor management team's tool.
- Follow up of invoices with payment team.

Experience

Amazon Development Centre India Private Limited 21-Aug-2017 – 09-Dec-2021
Finops Analyst Invoice & Credit processing

- Processed invoices for EU & NA regions after validation of all the compliance checkpoints.
- Entry of credit memo and knocking off with the invoices in the system.
- Developed tracking report to keep management informed of due and past due invoices.
- Handling of the errors and escalated cases related to the document processed.
- Perform testing on the ICR tool and help in finding a problem to make it run successfully.
- Managed Critical Processes like paying utilities and telecom customers, at best and efficient way of utilizing resources.
- Handled vendor queries, and achieved results in less than estimated time.

Razorbill Project

- Handled a new process of Italy region (Invoices through SDI portal – Razorbill Project).
- Worked on escalated cases of Razorbill Project via trouble ticketing Audit and QC Audited the transaction created under PPR (payment practice reporting) metrics and helped in timely payment.
- Verified details of transactions for quality check for others as well.
- Reconcile processed invoice to ensure 100% accuracy by verifying entries.

Audit and QC

- Audited the transaction created under PPR (payment practice reporting) metrics and helped in timely payment.
- Verified details of transactions for quality check for others as well.
- Reconcile processed invoice to ensure 100% accuracy by verifying entries.

Education	***University of Jammu*** Masters of Commerce - 2016 ***Government College of Women*** Bachelor of commerce - 2014 ***Government Higher Secondary School Jammu*** HSC - 2010 ***Tiny Tots Higher secondary school Jammu*** SSC - 2008
CERTIFICATION	Banking and Accounting
Accomplishments	• Received an award for performing the best in the team. • Awarded "On Spot" for excellent performer. • Received "Rising Star" award for pre-transitional activities in MDM.
Extracurricular Activities	• Attended National Service Scheme workshop for duration of two days held at Jammu university. • Was a member of National Cadet Corps (NCC). • Organizer and host of debate competition.
Personal Information	Date of birth: 08th January 1991 Gender: Female