

**Sourabh Herekar**

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Pune, India

## Summary

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Proactive and performance-oriented individual with over 8 years of experience in an accounts payable position. Currently seeking an accounts payable analyst position to utilize my transaction execution and analytics skills to ensure efficient accounting operations.

## Skills & Proficiencies

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MS Excel | SLA and Performance management | Customer orientation | SAP Business Objects | MS Outlook | SharePoint | Shipping Instructions | MS Word | Shipping Operations | Team Handling | MS PowerPoint | Billing | Booking Process | Dashboard | Project Management | Process Improvement | Training & Mentoring

**System** - Coupa | Oracle – NetSuite | Oracle Version: 12 | SAP | Ariba | Service Now – ITSM | CITI bank / SVB Portal.

### Implementation -

- Working on Pro lease – TechOps Project to streamline the process flow.
- Implemented monthly AP cycle review deck which helps to analyze Invoices time to enter, approve and on-time payment.
- Completed the project which is related to implementation of Coupa (System) for reducing the time of posting and approval workflow.
- Completing the one project for late payment charges.
- Implemented vendor/business follow-up process which helped us in reducing the aged items from 6 months to 2 months.
- Was part of New P2P policy implementation NPNP.

## Professional Experience

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### **Crowdstrike India Pvt Ltd. (Feb 2019 to till the date)**

AP -Senior Analyst 1.

### Roles and Responsibilities

- Act as liaison between Analysts and Managers.
- Achieving the SLA's & managing team's productivity and metrics.
- Reviewing SOX samples received from our Audit firm and providing appropriate findings.
- Manage day to day workflow in a dashboard created in MS Excel and make sure all data is entered there accurately.
- Testing to Coupa Implementation with updated version R35 which is integrate with NetSuite.

- Responsible for booking hold items, and Benefits (Insurance) Payment also handling the Rent reconciliation on monthly basis depend on the agreement.
- Handling Board of Director payment.
- Preparing the Israel payment and initiating the manually payment Via bank.
- Handling the AP mailbox and Smash queue for some of the Query.
- Handling Month end activity – GL reconciliation / Vendor recon / Payment run
- Manage training and knowledge transfer of all new and existing employees.
- Functioned as a backup for my Team Leader in his absence, looked after overall operations and made sure everything is operating smoothly.

## **UPS Logistics Pvt Ltd. (2015 to 2019)**

**AP -Senior Account Assistant.**

### **Roles and Responsibilities**

- Prepare coding sheets like PO, Cost center, Account number & Region district code for the invoices received and posting them into the ORACLE.
- Ensured timely processing & payment of Credit memos, Journal vouchers and T&E.
- Batch Creation, Batch Importing and Validation of the batches.
- Handle PO creation, PO releasing, PO setup & PO cancelation on a daily basis.
- Match the invoices against the purchase order as per vendor contract rates.
- Liaison with vendors to ensure invoices compliant, answer and investigate vendor queries.
- Facilitate invoice corrections & payment of the invoices.
- To ensure that all the Incorrect payments are verified and excluded from payment procedure.
- To audit Invoice details entered in ORACLE system and reject incorrect invoices/credit notes and ensure they are sent back to the supplier.
- Preparing Error report & resolving discrepancies of invoices parked in error folder.
- To rectify invoices entered incorrectly.

### **Academic Qualification**

- ✦ **MBA in Finance**, from **Institute of Management Education & Research**, Belgaum. (2012-14)
- ✦ **B.com (2009-2012)** from **Karnataka University**.

### **DECLARATION**

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

Date: .....

Signature  
Sourabh Herekar