

## **RESUME**

**Smita Dilip Tembhukar** E-mail- [smita.tembhekar@gmail.com](mailto:smita.tembhekar@gmail.com)

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## **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 August 2017**

**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.

<b>ACADEMIC QUALIFICATION</b>				
<b>Course</b>	<b>Institute/College/School</b>	<b>University/Board</b>	<b>Percentage</b>	<b>Year of Passing</b>
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 <sup>rd</sup> 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**

