

CONTACT



Sagar Mane

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OBJECTIVE

- Seeking a career with an organization which helps me to explore my skills and realize my potential. Willing to work as a key player in challenging and creative environment.

EXPERIENCE

August 2023 - Till date

- **Designation:** Team Lead

Infosys BPM Ltd

Responsibilities :-

- Leading PTP team of 18 people for Europe Region EMEA (AP Posting)-client.
- Daily invoice workflow monitoring, redirect duties among team member as needed.
- Leading Monthly & weekly Commcell calls with client
- Assist with daily invoice processing as if necessary based on volume.
- Monitoring day to day processing of vendor invoices to ensure that payment made accurately.
- Generate monthly AP invoices report for management.
- Invoice verification of the invoices
- Near due & overdue invoices check and ensure that payment made on time.
- Due in 15 days invoices checked and take action on that to make POT.
- EY audit file prepare as per request from client.
- Recheck details and PO and NPO invoices
- Collaborate with vendors and stakeholders to resolve invoice discrepancies and payment issue.
- Email query resolution and escalation handling.
- Team production data collection on monthly basis.
- Run weekly ageing report
- Resolve vendor issues and invoice discrepancies via email.
- Collaborate with manager to improve the AP process.
- Quality audit check of documents with in team.
- Solving Team queries. Work on daily report
- Work on transaction transfer activities.
- Knowledge of transaction from SAP ECC to S/4 Hanna
- VIM- manage end to end VIM process, including invoice capture, verification, approval, payment.
- Monitor KPI's & team performance
- Duplicate posting invoice checking
- Review Team member performance on daily basis
- Manage team member and regular communication through morning meeting and evening review meeting
- Tracking the progress of the snow tickets received in finance portal
- Daily Management Board Meeting with Team to prioritize for the day

April 2020 - August 2023

- **Designation:** Accountant

Infosys BPM Ltd

Responsibilities :-

- Maintaining Smooth flow of day to day activities of the Accounts Payable (P2P).
- Ensuring the invoices are processed within agreed SLA (PO and NO PO).

- Quality analysis within team and supporting team when required.
- Supporting in testing other company codes in implementing automation (UAT)
- Performing invoice posting in VIM - OCR (optical character recognition) tool.
- Lean training deployment within the team.
- Conducting team hurdles in absence of Team Leader.
- Conducting training sessions for other users in OCR tool.
- Support team in preparing reports (CPI file, More than 5 day park file).
- Handling client queries, Escalation emails and providing solutions through Microsoft teams call, chat and emails.
- Supervising performance level of the team and guiding associates in accomplishing business targets.
- Monitoring GMB mails (General Mail Box) as well as Personal mail box.
- Creation of supplier as well as updating existing supplier details in master data.
- Handling Quality report activity of a team on daily basis.
- Ageing item check above 30 days.

August 2017 - April 2020

- **Designation: Assistant Accountant**

Infosys BPM Ltd

Responsibilities :-

- Processing of Invoices (PO and Non PO)
- Analysis purchase order by expenses type (Coding to invoice)
- 2 Way matching, 3 way matching.
- Daily auditing of Invoices, Statement, debit note, Credit note.
- Posting Invoices with multiple exceptions.
- Resolving different kinds of posting and coding related queries on daily basis.
- Solving escalated issue in process (accounts payable) of vendors.
- Handling reversal and correction of invoices in SAP and VIM.
- Preparing interest note through designed template for invoices that have delayed payment.
- Bypassing the errors while posting the invoices.
- Making the daily invoice allocation to the team.
- Ageing item check above 15 days

Jan 2016 - April 2017

- **Designation: Junior Assistant**

Mannapuram finance Limited, Pune

Responsibilities :-

- Handling Cash Transaction
- Maintaining cash book
- BRS preparation
- Handling Branch Communication
- Coordinating general branch operation
- Reporting & analyzing branch Performance
- Gold apprises and valuation
- Gold security packaging and custodian.

EDUCATION

2006

- **Maharashtra board**
SSC

2008

- **Maharashtra Board**
HSC

2012

- **Shivaji University**
BCA

2014

- **Shivaji University**
MBA- Finance

SKILLS

- Accounts payable (P2P), Invoice posting, Complete process knowledge, Good communication skill, Process training, Excellent relationship building, Problem solving organisation abilities.

ACHIEVEMENTS & AWARDS

- Winner of Spot Award- Exemplary Performance,
- Winner of Great individual contributor,
- Winner of Extra Miler Award,
- Got appreciation from client for solving problems & fast solution, good co-operation.
- Outstanding Team Award

LANGUAGES

- English Marathi Hindi

ADDITIONAL INFORMATION

Certification:-

Lean fundamental
Milestone 2.0. & 3.0
T100 & T200 certified.

Technical Skill:-

SAP R/3 version, SAP Hanna, SAP ECC,
Operating System: Windows XP, Windows 7, Windows 10.
Having good work experience on MS office (Excel/Word/Power point)

Personal Details:-

- Name: Sagar Ramesh Mane
- Permanent Address: At- Malwadi, Tal- Palus, Dist- Sangli.
- Current Address: Vitthal nagar, Newalewasti, Chikhali Pune
- Date of Birth: 01/07/1990
- Language Proficiency: English, Hindi, and Marathi.
- Marital Status Married
- Strength: Dedication and Determination towards my Work.
- Location Preference: Pune.

I hereby declare that all the details furnished in this document are accurate and true to the best of my knowledge.

Date:

Place :



SAGAR MANE