

**Rohan S. Patankar****(Finance – SAP FI)****Email ID:** [rohanpatankar009@gmail.com](mailto:rohanpatankar009@gmail.com)**Mob. No.:** +91-9591612761**Address:** Azad Road behind MR Hotel, Bijapur (Karnataka)- 586101

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**Professional Objective**

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Seeking a career with an organization which helps me to explore fully and realize my potential, willing to work as a keyplayer in challenging and creative environment.

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**Professional Experience 1:**

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**Company:** British Petroleum**Tenure:** 26<sup>th</sup> Sept 2022 to till date**Position:** Execution Senior Analyst**Job Role: -**

- T&E (Concur), Managing and Handling employee Queries
- Resolving technical issues in Concur Tool
- Cash Advances and other expenses verification
- UAT for new countries in concur tool with the help of technical team
- Designed BAU process, calculated the AHT for Concur
- Learnt new application wherein concur claims and be approved
- Increasing limits, decreasing the limits, assigning the cards to global employees, suspending the card etc. activities
- Payment process bank portal
- Processing IDOC's & BDC's for concur claims, if any claims are stuck in SAP and JDE tool.
- Creating/updating the SOP for concur process
- Preparing accrual reports, unsubmitted, transaction reports, termination report

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**Professional Experience 2:**

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**Company:** WNS Global Services (P) Ltd**Tenure:** 29<sup>th</sup> Apr 2022 to till 23<sup>rd</sup> Sept 2022:**Position:** Sr. Analyst – Ops**Job Role: -**

- T&E (Concur), Managing and Handling employee Queries
- Resolving technical issues in Concur Tool
- Cash Advances and other expenses verification
- UAT for new countries in concur tool with the help of technical team
- Designed BAU process, calculated the AHT for Concur
- Learnt new application wherein concur claims can be approved

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**Professional Experience 3:**

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**Company:** Syngenta Services Private Limited.**Tenure:** (April 2019- 09<sup>th</sup> Feb 2022)**Position:** Senior Finance Analyst**Job Role:-**

- T&E (Concur), Managing Daily, Monthly, Quarterly reports, Invoices Processing, Invoice Payments, Program Admin, Auditing claims, Approval of Corp & P-card
- Preparing Quarterly reports, Card activation reports, delinquency reports, P-card reminder reports, Processing P-card monthly statements & Smart close to ensure Smooth closing, Monitoring, clearing accounts, preparing reconciliation of GL reports & month end activities of closing the accounts

- Adhoc reports based on requirements from stakeholder (Limit increase overview, Cardholder list, Spending details, rebate etc.)
- Worked on "A" block and "R" block for payment documents
- Creating Payment proposal's using T-code F110
- Urgent Payment Method or Critical Payment will be done based on the requests
- Handling employee & client queries in terms of applications, expenses etc.
- Weekly calls with region wise clients to improve the process
- Create process documentation namely DTP and update on regular basis with the help of stakeholder
- Process PO and Non-PO invoices, ensuring matching as per PO and coding of the invoices in SAP tool
- Invoice processing by 2-way, 3-way matching
- Chasing PO creator and purchasing team to resolve incorrect coding
- Perform quality check and audit multiple invoices, rectifying errors in vendor master data, interacting with buyers and vendors to resolving issues.
- Increasing limits, decreasing the limits, assigning the cards to global employees, suspending the card etc. activities
- Testing the documents for process improvement and implementing it in production area
- Attending sessions on Idea developments and engaging teammates
- Active member of Fun Committee
- Handling/Managing team in absence of SME and Team lead

## Professional Experience 4:

**Company:** Infosys Ltd.

**Tenure:** (June 2016- March 2019)

**Position:** Sr. Assistant Accountant **Job Role:**

- Invoices posting, coding, T&E (Concur)
- Creation of various reports like BBSC, KPI etc.
- Resolving customer queries via emails related to payments.
- Resolving different kinds of payment, posting and coding related queries on daily basis
- Monthly, Coding and invoice reporting
- Exceptions arising out of three-way match and dealing with GR-IR team.
- Analyses purchases order by expense type (coding invoices)
- Communicating PO details to the respective vendors according to requirement via phone or mails
- Resolve client escalation and Route cause analysis (RCA) on it
- Handling reversal and correction of invoices
- Running daily Rag report to setting daily individual invoice coding target for whole team

## Additional Responsibilities:

- Performing Quality Check of other analyst's research reports
- Training new analysts. Preparing training material for them
- Suggesting improvements idea and help team members to resolve the issues
- Fun Committee Spoke person for team

## Achievements:

- Val-You award received from stakeholders/Manager for excellent support/providing improvement ideas
- E-mail appreciation from Manager for helping in internal audits
- Appreciation from all the Managers for conducting the "Fun Games" for P2P
- Spot awards and appreciations from Client and Managers
- I-star award for excellent work throughout the year
- Six sigma, influencing people, how to be effective leader & etc... certifications completed
- Gold & bronze award as energizer for updating/creating SOP, managing to clear CBCP open items from past 5-6years

## Technical Knowledge

- Hands on working experience - Citrix & SAP FI module
- User knowledge in SAP
- Practical knowledge -MS- Office
- Part of Lean Project

## Educational Qualification:

- Master's in business administration – VTU, Belagavi (2013 - 2015)
- Bachelor of Business administration – Rani Channamma University, Belagavi (2010 – 2013)
- Higher Secondary Education – Karnataka Board (2008-2010)
- Secondary School Certificate - Karnataka Board (2008)

## Project:

- **Project Title:** “Library Option”
- **Scope of the Project:** Employee Satisfaction and delivery of cards in a smooth manner

## Extra-Curricular Activities:

- Playing cricket, Travelling, learning new things & Meeting new people.

## Personal Details

**Date of Birth:** 9th May,1993  
**Gender:** Male  
**Marital Status:** Single  
**Language:** English, Hindi,Marathi, Kannada  
**Current Address:** Vrundavan developers Manaji Nagar,Near Navle Hospital, Narhe, Pune-411041.  
**Permanent Address:** Azad road Behind MR hotel, Bijapur- 586101

I hereby declare that above information is true and correct to best of my knowledge and belief.

**Rohan Patankar**