

Anand Tallari

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SUMMARY

- 12+ years of experience in Contract Management, Project Management, Billing & Vendor Management.
- Certified Prince 2 Agile Practitioner by Peoplecert Axelos.
- Certified Leading SAFe 6.0 Agilest.
- Proficient in dealing with all contracts like License Orders, Maintenance, Renewals and Amendments.
- Expertise in maintenance of Contract Management System & Central Contracts Repository.
- Experienced in Lease Deed Renewals & Cancellation, preparation of Bank Reconciliation Statement & Debtors Aging Reports.
- Proficient in dealing I contracts like License Orders, Maintenance, Renewals and Amendments & required project essentials.

EXPERIENCE

Voxai IT Solutions India Pvt Ltd, Business Operations Manager - May 2022 - June 2024.

Process: Contract Management, Project Management, and Vendor Management, Revenue Recognition & Billing
ERPs: ServiceNow, SAP Ariba, QuickBooks, Coupa & Salesforce.

Key Achievements in Contract Management:

- Acted as the primary SPOC (Single Point of Contact) between business teams, finance, and legal for all contract and SOW matters. Review and process all incoming statements of work (SOWs) and contracts.
- Vetting Contracts, Agreements, Purchase orders, License Renewals, Quotations and specifications for accuracy and compliance.
- Demonstrated expertise in critically analyzing and evaluating product and service offerings to ensure alignment with billing mechanisms, commercial terms, and pricing structures.
- Consistently maintained accuracy in Statements of Work (SOWs) and contracts, ensuring compliance and financial integrity.
- Developed proposals and contracts, negotiated with vendors, and ensured compliance with regulations.
- Demonstrated expertise in legal terminology and contract principles, ensuring precise interpretation and application in Statements of Work (SOWs), Purchase Orders, and related documents.
- Maintained a centralized repository of all executed contracts & SOWs to ensure accuracy and accessibility.
- Managed contract renewals and amendments, collaborating with data analysts to forecast pipeline requirements.
- Achieved seamless transitions between contracts by managing expiration dates, renewal terms, renewal quotations, Purchase orders and milestones.
- Collaborated with legal, procurement, and business units to facilitate contract amendments, ensuring accuracy and compliance.
- Proactively identified and escalated potential issues or discrepancies to the Legal team for resolution
- Provided insights on RFPs and monitored their progress.
- Ensured accurate billing and invoicing for contracted services.

Key Achievements in Project Coordination:

- Coordinated seamlessly with Project Managers (PM), Contract Managers (CM), Engineering Managers (EM), and their delegates to address contract documents, change orders, modifications, approvals, and additional billing-related services. Maintained alignment of project information with proposal terms and engagement letters.

- Order Management, encompassing Purchase Order Entry, Change Orders, and scheduling, actively oversees and tracks customer order Integrated payment information into the payment process and tracked expenses against the budget.
- Tracked multiple projects from initiation through completion to ensure timely delivery.
- Partnered with project managers and Finance Managers to track project status, billings, retentions, debtors and cash flow relating to individual projects.
- Communicated effectively with the accounts receivable department for timely invoice resolution.

Key Achievements in Vendor Management:

- Managed procurement processes, including purchase orders and vendor records, ensuring timely purchases.
- Maintained and updated procurement databases, trackers, and contract records.
- Evaluated invoices and providing approval to invoices from global vendors before initiating payment processing.
- Resolved invoicing issues and coordinated with Finance and vendors for accurate payments.
- Ensuring contracts are properly filed and updated in the contract repository and facilitate the coordination of vendor registration documents between vendors and the accounting team.
- Acted as the primary contact for procurement-related queries, facilitating communication between departments.
- Established effective vendor relationships resulting in cost savings.
- Generated procurement reports on spending, purchase orders, and supplier performance, tracking key metrics for stakeholders
- Managed recruitment, selection, onboarding, and training of staff.

Key Achievements in Executive Support:

- Assisted senior executives with strategic plans to enhance processes and reduce costs.
- Resolved customer complaints promptly, maintaining high customer satisfaction levels.
- Performed regular audits on internal documentation such as contracts, invoices, and purchase orders.
- Organized and managed quarterly and annual reports; prepared MIS and revenue forecast reports.
- Submitted monthly financial reports for management review.

Deloitte Financial Advisory Services LLP., Sr. Project Controller – eDiscovery Projects - Nov 2016-Apr 2022.
Process: Billing, Project Setups, WBS & Material codes, Revenue Recognition.

Key Achievements:

- Maintained project information consistency with proposal terms and approved rates.
- Set up projects by analyzing rates and understanding client requirements.
- Tracked project work against budgets and integrated billing information into invoicing processes.
- Managed project invoices and performance tracking.
- Monitored billable hours to ensure accurate invoicing.
- Handled the archiving and closure of project documentation.
- Contributed to the efficient handling of WBS code operations.
- Reconciled time and expense entries for multiple project codes.
- Prepared reports for leadership on invoice status and key financial metrics.
- Maintained standardized client portfolios and SOPs.
- Enhanced team collaboration by sharing progress updates regularly.
- Summarized results from project lifecycle analyses and coordinated project activities.

SunGard Solutions India Private Limited, Executive Finance – Deal Hub Department - Aug 2015-Dec 2016.
Process: Contract Management OTC; ERPs: Orion, Inquest, salesforce.

Key Achievements:

- Executed translation of foreign language contracts and maintained system updates.
- Administered contracts using Contract Management Systems and Salesforce.
- Ensured precise contract billing by applying revenue recognition guidelines.

- Facilitated the acquisition of billing details by liaising with global project leads.
- Evaluated contract clauses and proposed necessary document changes.
- Maintained a well-organized archive of contractual records.
- Tracked deliverables and obligations throughout the contract lifecycle.
- Created project codes for T&M Billing and Fixed Price Billing through global collaboration.
- Established reliable invoicing practices by collaborating with the Invoice Processing Team.
- Facilitated the transition from SAP Contracts to Orion systems incrementally.

Accenture Services Limited, Country Controllership Associate – Client Billing Team - Jan 2014-Aug 2015.
Process: Accounts Receivables OTC; ERPs: SAP

Key Achievements:

- Collaborated with the CFM team to analyze and process invoices.
- Ensured timely delivery of invoices and credit notes to clients.
- Maintained an accurate and complete billing system.
- Utilized ERP systems for efficient billing operations management.
- Drafted Credit Analysis Matrix, Monthly Detailed Accounts Receivable, New Client Analysis, and Daily Dashboard Reports.
- Collaborated with other departments to resolve invoice disputes promptly.
- Developed training materials for new hires and improved performance processes.
- Mentored junior team members on best practices related to billing operations.

Infosys BPO Limited, Process Associate (AR Cash Application) – Jun 2012 - Jan 2014.
Process: Accounts Receivables OTC; ERPs: SAP

Key Achievements:

- Reviewed check copies from bank lockbox and applied cash receipts to customer invoices.
- Provided backup for all entries passed in SAP and assisted the audit team on cash postings.
- Engaged in reconciliation of USD & CAD bank accounts related to AR postings.
- Worked on Accounts & Unapplied Cash Reports to ensure effective cash allocation.
- Provided training to new staff on operational processes and procedures.
- Documented all process changes accurately in order to maintain updated records.

SKILLS

ServiceNow • SAP • QuickBooks • Oracle • Ariba • Coupa.

EDUCATION

MET Corporate B – School, Manonmaniam Sundaranar University.
MBA • Finance & HR • 2010 – 2012

Bhartiya Vidya Bhavans, Osmania University.
B.Com. • 2005 – 2008