

**Professional Experience**

9+ years of experience as Procure to Pay Operations Associate at Accenture

**Key Skills**

- Software skills include SAP, Oracle, Tally, MS Office tools
- Analysis and Report.

**Certified Courses**

- Diploma in salesmanship.
- Diploma in UNIX.
- Diploma in C.

**Professional Experience**

Currently working as Procure to Pay Operations Associate at Accenture, Bangalore from Feb, 2019 to till date.

**Project 3:**

Name : Medtronic FOB  
Type : Invoice Processing and Auditing  
Members : 10  
Duration : Feb 2019 to till date

**Roles Description: -**

- Processing of PO and Non-PO invoices with accuracy. Handling invoice Exceptions, and Recurring payments.
- Performing accurate Audit to the invoices posted for the payment and rejected invoices by the team by taking necessary actions to ensure quality work given to the clients.
- Performing Withholding Tax specification countries
- Performing India TDS calculation
- Processing Immediate payment request.
- Attending operational calls weekly and monthly.
- Providing support documents to audit team.
- Handling Queries through Emails and Service now tool.
- Preparing Client's reports on daily, weekly and month end reports like Open PO report, Prepayment /Advance payment report and Pending workflow reports and sharing with clients.
- Preparing Daily allocation report and assigning the work to the team.
- Reporting to the management with Daily inventory details through email.
- Verifying Invoices with authorization applications and posting in SAP
- Interacting with back-end AP team for Posting related queries
- Responsible for meeting and exceeding the customers SLA as per customer requirements and maintaining 100% TAT and quality.
- Auctioning on aged invoices.
- Handling Financial Accounting invoices
- Performing analysis on returned requests, clarifications, and urgent request.
- Actively participating in Team Huddles and sharing any new learning's.
- Actively participating in all People Engagement Activities (PPA's & FUN Committee)

**Project 2:**

Name : Origin Energy, Australia  
Type : Utility  
Members : 5  
Duration : Oct 2015 to Feb2019

**Roles Description: -**

- Update the account details manually on the SAP special transaction codes by using BPDM's (Tickets)

with Unique Reference Number.

- Compare the account with the market data MDM and check if the meter is aligned as per the market data.
- Update the Next Read date, Meter Reading unit, Meter configuration and Meter reads in the account.
- Close the BPEM (Ticket) with proper documentation that the required action has been taken as per the process and complete the ticket.
- Move the Late Bills/BIO2 team.
- Releasing the High Bill amount and invoice the Document.
- Investigate the cases and check them account level to find the root cause where the error has been occurred.
- Clear the error and sort it out with the help of the SAP special transaction codes.
- Generate invoice and validate if the account is billed up to date and is in line comparing to the previous bills.

#### **Project 1:**

Name : Schlumberger Technology US

Type : Invoice

Members : 4

Duration : March 2013 to Oct, 2015

Roles Description: -

- Processing PO and Non-PO invoices and processing pre-approved invoices.
- Ensure all critical and utility invoices are processed on time and released for payments and Sending rejection letters to vendors.
- Daily allocation of work and the status of the closure and Review of statement of accounts receiving from vendors.
- Handling Urgent, Duplicate payment analysis and preparing root cause analysis for wrong payment.
- Circulate the workflow reports to the team.
- Supported to audit team.

#### **Education**

B. Com (Computer Applications) Sri Sankara Bhagavathi arts & Science college, Kommadikottai. (2009 – 2012)

#### **Personal information:**

Father's Name : Ganesan R

Marital status : Married

Nationality : Indian

Permanent Address : No.7/106, West Street, Padukapathu,  
Tuticorin Dist. - 628617

Linguistic Abilities : Tamil and English

#### **Declaration:**

I hereby declare that all the above contents stated are true to the best of my knowledge and belief

Date: -----

Place: Bangalore.

(G. Nithya)