

Seema Kumari

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PROFILE SNAPSHOT

- ▮ **8+ years of hands-on experience in an offshore-BPO engaged in Accounting & Financial domain for Accounts Payable Processes and Royalty Management**
- ▮ **Worked with HCL Technologies as Senior Analyst in Accounting & Financial Services Division for Accounts Payable Process**
- ▮ **Strong Communication, interpersonal, analytical and Research skills with proficiency at grasping new concept quickly and utilizing the same in productive manner**

Experience Details

Mar '21-Nov '22 at HCL Technologies, Noida

Hired as a senior analyst in Accounting & Financial domain for Accounts Payable Process

Key Deliverables:

- Managing end to end Workflow of AP Process and Moderately trained in GL
- Prepare and audit Automatic and Manual Payments in SAP and Bank
- Prepare Reports such as open data, Bank Reconciliation, Vendor Reconciliation, data for wages and Debit note Reconciliation
- Credit notes processing, Invoice Audits (PO and NON-PO), Accruals and Typos Billing and T & E Processing
- Responsible for monitoring email box and query management
- Investigate and resolve Invoice Non-Payment issue daily via Email, Teams, and Phone.
- Execute projects per specified timelines by managing task of High priority first and anticipating obstacles and taking action to keep the Project on track
- Supervise Invoice processing, PO Processing, credit memos and payment transactions
- Allocate volume and assigned task to Team members
- Allocate Invoice audits to Team and share and discuss RCA with management

Sep 13-Sep 20 at Accenture Private Limited, Noida

Hired as a new associate for Royalty Management Process in Industry specific domain, later on moved to Accounting & Financial domain for Accounts Payable Process, Promoted as Senior associate and AP Analyst

Key Deliverables (Account Payable)

- Process PO & Non-PO Invoices
- Credit notes processing, Invoice Audits, and registering new Suppliers in D365
- Responsible for monitoring email box and query management
- Investigate and resolve Invoice Non-Payment issue daily via Email, Skype, and Phone
- Prepared Monthly Supplier BACS for payment
- Prepared presentations for managers and publish reports as per Business requirement

Key Deliverables (Royalty Management)

- Copyright Management via matching the right composer to right work for Royalty distribution Via MS Axapta AX12
- Creating License for new Composer Authors and renew license for old member of Copyright Management Society
- Prepared and Presented Presentations and Reports as Per Business Requirement
- Published Weekly Audit reports via tool SQF for all team member

Technical Qualification

□ MSOffice, Power BI, SQF, SAP, D365, SUN Software, Concur, PowerPoint, Excel, MS Axapta AX12

Achievements

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- Have stabilized the one of the critical processes in HCL based in Czech Republic
 - Received Multiple appreciation from clients based in Czech Republic, Slovakia, and Portugal
 - Got two promotion and appreciation certification from the business for my workaholic nature in Accenture
 - Good Samaritan award for Training and coaching new resources

Academics

|| B.sc Maths – Graduated from Delhi University
|| Passed my senior secondary with science subjects

Interests and hobbies

□ Travelling, Reading & Listening Music, Watching Videos and Web-series

Personal Profile

Date of birth	:	14 th July 1990
Marital Status	:	Unmarried
Address	:	A-339 Ashirwad Apartment Mayur Vihar
Email_ID	:	kumari.seema9821@gmail.com
Passport	:	Valid Passport

Place:

Date:

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