

# Samreen Shaikh

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## Objective

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Dependable professional experience in Accounts Payable - PTP. Works well independently and as a part of team. Committed to excellence and result oriented. Exceptional interpersonal, communication and multitasking abilities.

## Experience

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- **Accenture** August 2021 - Till date  
Procurement Operations Associate

### Payment Processing (May 2022 - Till Date)

- Maintaining Smooth flow of day to day activities of the Accounts Payable and Invoices Payment as per SLA.
- Performing reconciliation of cash disbursement.
- Collecting all invoices and obtaining approval for payment.
- Prepares payment batches for ACH, Wire and Cheque payments.
- Prepares Treasury payments for the documents.
- Uploading manual payment on Bank site in various currency.
- Prepares daily controls for the payments made to avoid incorrect payment or to get the details of payment rejection.
- Maintain proper check for the documents rejected from bank to get them reprocessed and paid.
- Prepares month end reports such as rejection control, exception control and payment data for the specified month.
- Performs payments for T&E.
- Void and reissue the checks through bank site for the checks destroyed or incorrect issued.
- Provided training to new joiners and help to resolve their queries.
- Perform vendor reconciliations to avoid any delay in payments.
- Provided ideas and got the macro prepared for activities to reduce time and increase efficiency.

### Invoice Processing (August 2021 - April 2022)

- Invoice verification and processing in SAP for PO and NON PO invoices and credit notes.
- Processing documents through OCR tool.
- Raising proper queries to requesters to get the issues resolved regarding invoice processing and pending approvals.
- Prepared monthly accrual file for month end reporting.
- Entered financial transactions into SAP and OCR, maintaining 100% accuracy rate in full compliance with Internal policy.

- **Infosys BPM Ltd** October 2019 - August 2021  
Assistant Accountant
  - Ensured timely processing of the invoices with productivity of 80+ invoices per day.
  - Investigates and register post incoming invoices with or without Purchase Order.

- Identify and analysis aged invoices and take corrective actions to ensure AP aging is within terms.
- Raising proper queries to business in case of any issue in invoice processing and resolving the issue.
- Coordinates with GR team to reconcile.
- Solves vendor queries and provide solutions through Sector query tool and mails.
- Provides support and help the team members as required.
- Assists with Month end reports MIS.
- Takes proper follow up for invoices and credit notes pending for approval and make timely payments.
- Posts invoices in SAP and OCR tools effectively.
- Delivers quality service and meet SLA's.

## Education

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| <ul style="list-style-type: none"> <li>• <b>St.Patrick's High School and Junior College</b><br/>HSC<br/>79.54</li> </ul>   | 2016 |
| <ul style="list-style-type: none"> <li>• <b>Abeda Inamdar Senior College</b><br/>B.com<br/>65.33</li> </ul>                | 2019 |
| <ul style="list-style-type: none"> <li>• <b>Poona College of Arts, Commerce and Science</b><br/>M.com<br/>76.19</li> </ul> | 2021 |

## Skills

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- Team Building
- Excellent Communication
- Problem Solving
- Ms Excel
- SAP

## Achievements & Awards

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- Awarded for demonstrating extraordinary commitment and consistency during COVID-19 crisis at Infosys BPM Ltd.
- Appreciated for exemplary performance by Infosys BPM Ltd.
- Awarded for "Encore award Q2&Q3" at Accenture thrice.

## Languages

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- English
- Hindi
- Marathi