

# FARZANA QADARI

## Senior Analyst (SME)

Detail-oriented Accounts Payable Specialist with 7.5 years in managing all accounts payable processes. Adept at utilizing best practices to improve accounts payable processes, reduce fund risk and bring significant value to a business. Over the course of my career, honed my analytical prowess, strategic thinking, and domain-specific knowledge to deliver impactful results in the field. Developed a deep understanding of accounts payable processes, including invoice processing, payment reconciliation, and vendor communication. Excited about the opportunities that lie ahead and eager to leverage my expertise to unlock new possibilities, foster growth, and lead organizations to even greater heights.

✉ farzu1986@gmail.com

☎ +91 9591007459

## PROFESSIONAL EXPERIENCE

### Senior Analyst (SME)

#### Hewlett-Packard Enterprises

01/2015 - 07/2022

##### Achievements/Tasks

- **Senior Analyst (SME)** || Domain: profit recovery services (Accounts payable)- Responsible for conducting a thorough examination and audit of supplier accounts to pinpoint instances of duplicate or erroneous payment; collaborating with the Supplier Accounts Receivable department to validate identified discrepancies and initiate the process of recovering lost company revenue.
- Ensured the retrieval and validation of any confirmed duplicate or incorrect payments, integrating them into the company's financial system accurately; methodically reconciled supplier account statements to identify outstanding credits that required proper accounting within the company's records.
- Streamlined the procurement of essential approvals and comprehensive accounting information from Business Units (BUs) before proceeding with the inclusion of vendor credits in the company's financial records.
- Analyzed and resolved credit notes that had been rejected by the system due to incomplete data, collaborating closely with the relevant credit owners to ensure complete and accurate accounting within the system.
- **Senior Process Associate** || Domain: vendor payments- Facilitated the creation of vendor payment proposals and secure the necessary approvals prior to submission to the treasury department for payment execution. Managed and executed payments according to various schedules, including manual payment clearance, to ensure timely and accurate disbursements.
- Administered vendor advance payments while conducting a comprehensive review of outstanding and overdue invoices slated for payment.
- Collaborated with the duplicate payment review team to implement measures that prevent potential duplicate payments from being included in the payment run; liaised with internal departments to guarantee the timely dispatch of all check payments to suppliers.
- **Process Associate** || Domain: Accounts Payable Process (Invoice processing) - Overseen the processing of invoices, including those requiring a 3-way match for Purchase Orders (PO), as well as Non-PO and Service PO invoices; ensured the acquisition of all requisite approvals prior to initiating the vendor invoice processing.
- Conducted thorough assessments, comparing Purchase Orders (PO) and Vendor Master Records to confirm the readiness of invoices for processing. Collaborated with internal departments to gather any missing information necessary for invoice processing, fostering seamless workflow.
- Actively engaged with country controllership to resolved aged balance issues, ensured alignment of invoice bank details with SAP vendor data, and efficiently addressed email queries from suppliers, acted as a liaison between buyers and vendors to maintain accurate financial records and streamline communication.

## AREAS OF EXPERTISE

MS Office and Ms Excel (Pivot Tables, V-look up)

SAP FICO (End User)

Invoice Audit

Accounts Payable

Procure-to-Pay

Reconciliation

Invoice Approval

Payment Processing

Payment Terms

Purchase Orders

Vendor Reconciliation

Vendor Audit

Purchase Requisitions

Supplier Relations

Payment Verification

Purchase Order (PO) Creation

Fast learner

Excellent communication skill

Problem-solving

Team Work

## GROWTH PATH

Senior Analyst (SME) || Senior Process Associate ||  
Process Associate (01/2015 - 07/2022)

Hewlett Packard Enterprise

Customer Care Service (01/2014 - 02/2015)

Aditya Birla Minacs , Bangalore

## EDUCATION

Master of Business Administration (MBA)

GITAM University

Bachelor of Commerce (B. Com)

Karnataka University Dharwad