

**DEEPA RADHAKRISHNAN**

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### EXECUTIVE SUMMARY

**Competent and result-oriented Finance Professional** with good experience primarily in Finance operations Including inventory planning/optimization, Materials requirement planning, Distribution requirements planning, Supplier collaboration and supply planning.

- **Progressive learning experience** in Invoice processing, vendor payments and monitoring accounts payable systems, share trends and analysis for quality and controls.
- Exposure of planning, Forecasting, trend analysis, MIS reporting.
- Possess strong intrpersonal, communication and analytical skills with management abilities.
- Working knowledge on SAP ERP, Basic knowledge of SQL, Power BI, and Advanced Excel.

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### CAREER PROGRESSION

#### **ASTRAZENECA PHARMA INDIA LTD**

*AstraZeneca plc is a British-Swedish multinational pharmaceutical and biopharmaceutical company. A science-led biopharmaceutical business whose innovative medicines are used by millions of patients worldwide.*

#### **OTC ANALYST (ORDER TO CASH)**

**July 2018 to March 2023**

- Responsible for end to end PO execution, Track and follow up with vendor for material delivery.
- Work with internal stakeholders from Finance and Admin teams to provide the Procurement support and fulfill their requirements within stipulated timeline and Budget.
- Liase with cluster sales reps to understand the demand forecast and manage supply to vendors.
- Collaborate with OTC shared service to ensure the stock availability and enable invoice payment with high level of attention to detail and accuracy.
- Managing the generic mailbox and customer queries on purchase order related issues.
- Support stakeholders on the PR creation and GRN/SRN process.
- Preparation of Quaterly and Monthly Performance and Cash Metric report.
- Créate reports and maintain filing system for invoices, returns, orders and requisitions.
- Collaborate with internal and external clients to determine the procurement needs.
- Maintaining order execution details centrally for all products & order trackers.
- Documentation, timely communication of process developmental plans and training new hires on process SOP's.

#### **TARGET CORPORATION INDIA PVT LTD.**

*USA retail giant operating 1800 stores and a competitor for Wal-Mart. Target india is a solution for Procurement, I.T., Accounting, Property Development, Merchandising, Financial planning and analysis Etc.*

#### **Analyst Inventory Control, Accounts payable Quality and Controls Team**

**Mar 2013 to Jun 2015**

*Target India Accounts Payable Quality & Control segment is a group of 5 teams in the Receipt Control department of the Finance Pyramid responsible for Training, Vendor setup, Indexing, Receipt Correction and Audit/Control*

- Invoice processing-EDI Invoices, Manual Invoice and Vendor claims
- Handling End to end invoice payment to vendors.
- Park the invoice for right approval in **SAP**
- Verify the invoice details and code the right VAT/TAX details
- Analysing and resolving the blocked, pending invoices
- Other activites-Month end reports, Handling queries from vendors, Schedule and lead connect sessions with the team managers, conducting refresher trainings

- Analysis of documents pending for clarification from onshore merchant specialists
- SR. Executive Merchandise Payable** **Oct 2011 to Mar 2013**  
**Executive Merchandise Payable** **Mar 2009 to Oct 2011**
- EDI order processing 2 way and 3 way match(PO, GRN and IR).
  - Accurate input of various types of data into the system
  - Resolve the queries related to Purchase history, PO Price, Article code, Mismatched payments
  - Strong knowledge of import and export industry terminology and documentation processes
  - Perform product claims management and monitor closely for unsettled claims

**Innovation and change:**

*Revamp of Audit methodology & controls Framework: Focus on standardization and simplify the process by analyzing sampling, frequency, scope of audits and validated audit parameters to better support business teams and help improve quality. The control framework activities were revisited to ensure controls are in place.*

**FIDELITY INVESTMENTS INDIA Pvt Ltd**

**JUN 2006 TO MAR 2009**

*FMR LLC or Fidelity Investments is an American multinational financial services corporation. It is the fourth largest mutual fund and financial services group in the world.*

**SR. Executive – Accounts Payable**

- The responsibility in logging the documents and tracking the scheduled and actual delivery of AP/GL extract files to client and vendors.
- To ensure overall integrity of data created from the record keeping system
- Consistently meet the process SLAs and KPIs
- Manage E2E escalation with ease involving communication with clients, auditors and internal stakeholders.

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**EDUCATIONAL QUALIFICATION**

Examinations passed	Year	Institutions
MBA (Finance)	2008-2010	Symbiosis Pune University
B.com (Finance)	2003-2006	St. Joseph's College Of Commerce
Pre-university(commerce)	2001-2002	Kendriya Vidhyalaya MEG & centre

**Declaration:**

*I hereby declare that the above furnished information is true to the best of my knowledge and belief.*

**Date:**

**Signature: DEEPA.R**

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