

Vidhya R

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Accounts Payable Manager with ~16 Years of Experience in strategizing process improvements to ensure everyone completes their tasks on schedule, Supplier reconciliations, Inter Company accounts and Leadership Skills includes hiring, training and Mentoring employees and managing quality assurance programs.

Possess MBA with focus on Financial Accounting. Seeking a Leverage accounting expertise and experience into a managerial role in a reputed corporate.

CAREER CONTOUR

Volvo India Private Limited (Accounting & Company Control), Bangalore:

May '11- Apr '23

Sr. Officer - Team Lead – SME – Asst. Manager- Manager

Leadership

- Manage and mentor a large team.
- Work closely with P2P Managers, P2P leadership and P2P BPOs/SMEs to achieve organizational targets and continuous improvement of AP and also other organizational functions
- Help develop performance standard measurements, monthly tracking of key metrics, organizing a team for success, integrating collaborative and customer service oriented behaviours, and controlling efficient and effective A/P practices
- Leads all areas of A/P day to day process, as well as driving process change across the department and across the end to end process, through working and influencing cross functionally
- Drives process improvements and system automation
- Performs mid-year and annual reviews of direct reports per VOLVO process and coach and support professional development of team members in order to help deliver both individual and departmental success
- Acts as escalation point for vendors/internal customers and proactively minimize issues; Maintains professional, timely and effective communication with vendors and internal customers
- Ensures team members understand policies and procedures related to their functions and are following them

- Assists the P2P BPO in creating and maintaining training documentation for the department and Standardize process
- Coaching, hiring decisions, and performance monitoring. Trains or mentors staff; provide clear instructions to team members and make important decisions
- Develop a high performing team through employee engagement, talent retention, development and succession planning

Team Operations

- Managed the accurate & timely processing of up to 30,000 invoices per month.
- Ensure Paid on Time percentage of Suppliers is on or Above 90%
- Drives process improvements in order to reduce Cost per invoice consistently.
- Supports month-end and year-end financial closing process and ensures all tasks in scope of AP are executed and reported timely and accurately
- Analysing all AP transactions for accuracy of general ledger coding and approvals as well as follows company policy
- Encouraging suppliers use Electronic invoices & Vendor portals
- Ensure invoices are posted First Time Through & remove any barriers.
- Training team to develop competency and proper back-up structure is implemented.

Reporting

- Monthly KPI review & analysis.
- Invoice Ageing Report
- Balance sheet Reconciliation
- Vendor Reconciliations (Intercompany & Suppliers)
- Aged creditors Report
- Duplicate/ Internal Quality Check/ Parameters Set Reports
- Open GR/IR clean-up
- Employee Productivity Reports
- Login Details

Projects

- Onsite - France Transition on Legacy order system related to AP activities.
 - Implementation of Invoice processing via OFF Legacy order.
 - Part of transformation; drive enhancements/excellence across various functions of Account Payable process
- Onsite UK project on P2P – Inter Company Month End Closing.
 - Define, manage, and track program schedules and milestones related to Inter company accounts and reporting.
 - Implementation of Direct Debit process and driving continuous improvement.

IBM Daksh Business Process Services Pvt. Ltd, Bangalore:
July '07–May '11 Senior Executive

Team Operations

- Invoice allocation and Reallocation as per agent's specializations
- Indexing allocation.
- Processing Invoices and CN, DN using ERP tools & SAP application_3 Way Match
- Maintaining GR approvers list for the non-performing in their roles.
- Vendor creation and modification request handling.
- Supporting team by resolving process related queries.
- Inter-company invoice handling
- Daily Quality Check

Reporting

- Maintaining daily indexing & productivity report
- Inter-company rejections reports on weekly basis.
- The report of open and closed documents
- Invoice Ageing report generation and allocation.
- Critical Invoices report generation and allocation.

Operations Management

- Mapping project requirements and coordinating in developing and implementing processes in line with pre-set guidelines.
- Monitoring the overall functioning of processes, identifying improvement areas.
- Handling calibration session with clients along with Team Leaders.

Training & Development

- Organizing training sessions for newly joined employees with along with preparation of PPT & DTP's
- Conducted demonstration during client's visits on the floor for business development

Notable Credits

- Awarded with top performer on the floor.
 - Received appreciation mails from manager & clients.
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SCHOLASTICS

- Certified Soft Skills Trainer Jul 2023
- Certified Corporate Trainer Jul 2023
- Cleared DELF A1 exam (French Beginner) with 82%
- M.B.A (Finance) Distance Learning from SMU, Bangalore in 2010
- B. Com from University of Mysore in 2007

SKILLS

- Working knowledge in SAP – R3
- Working Knowledge on POWER BI & MS Access
- Invoice processing in Readsoft
- Certified with English Senior Grade Typing
- Advanced knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint and ability to learn new programmes quickly
- Strong interpersonal skills, with ability to communicate effectively with staff at all levels
- Excellent communication skills – ability to work with a remote direct report (situated in EMEA and ASIA PACIFIC)
- Ensure the necessary resources and tools are available for high quality customer service delivery
- Ability to work independently, handling multiple priorities while meeting non-negotiable deadlines
- Strong organizational skills with attention to detail
- Good written, verbal, interpersonal skills and strong customer service
- 5+ years accounts payable Managerial experience
- Ability to respond in writing to customer complaints, regulatory agencies or members of the business community.

PERSONAL DOSSIER

Date of Birth : 09th Oct 1986
Home Address : #1775, Patel Layout, Begur Main Road, Begur
Bangalore-560068, Karnataka, INDIA

Languages Known : English, Hindi and Kannada
Marital Status : Married, (Mother of 2 daughters)