

**NEETHU CHANDRAN**

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**Bengaluru**

## **OBJECTIVES**

Intend to build a career with leading company with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

## **PROFILE SUMMARY**

Result-driven professional with 8 years of insightful experience in Accounts Payable with Invoice Processing, Vendor Reconciliation, Exception/Query Handling, Quality Control Audit, and Travel & Expense. Proficient in SAP, Ariba, and JDE in the areas of procure to pay and invoice to pay. a proven track record of accurate and timely payment processing while adhering to company policies. Reconciled vendor accounts, investigated and resolved discrepancies, resulting in a 25% decrease in outstanding vendor issues and improved vendor relationships. Keen learner about undertaking new responsibilities, challenges and continuous improvements. I am dedicated and a good team player with excellent analytical, problem-solving, and communication skills. Provided administrative support for the department as well as the controller.

## **TECHNICAL SKILLS**

Platforms	Microsoft Windows
Software Tools	Microsoft Excel, Microsoft word, PowerPoint
Accounting Tools	SAP ECC6, Ariba, SAP FI, JDE

## **EXPERIENCE**

From Date– To Date	Organization	Role
Nov2022-Sept 2023	Pierian Services	Senior Finance Executive
Feb'2020-July 2022	Infosys BPM	Process Specialist
Dec'2014– Aug'2019	Exl Services	Senior Finance Executive
April 2012 (3 weeks)	Axis Bank	Internship

## WORK EXPERIENCE

Company Name	Pierian Services
Period	Nov 2022-Sept'2023
Role Designation	Senior Finance Executive
Description	<p>Handling with Travel &amp; Expenses claims and Credit card invoice processing</p> <ul style="list-style-type: none"> <li>▪ Process <b>employee reimbursements</b> as per company policy</li> <li>▪ Reviewing of expense report with original hardcopies submitted by employees.</li> <li>▪ Followed up with employees to obtain missing documentation, clarified expense categories and provided guidance on proper expense reporting procedures, resulting in a 20% reduction in errors and improved overall expense management efficiency.</li> <li>▪ Maintaining the highest <b>quality standards</b> and ensure no duplicates claims or reimbursements are initiated.</li> <li>▪ Process invoice in SAP based on PO invoice and non-PO invoice and also post <b>vendor payments</b> entries.</li> <li>▪ Once receive the statement, process credit card invoices in ERP</li> <li>▪ Process PO based invoice, need to post the <b>GRN</b> in specific T-codes in SAP.</li> <li>▪ Giving training to new joiners</li> <li>▪ Followed 3-way and 2-way matching for processing invoice.</li> <li>▪ On month-end activities, prepare <b>provision</b> report of T&amp; E and Credit card and submit to the manager. Once manager approved, post the provision in SAP</li> </ul>

Company Name	Infosys BPM
Period	Feb'2020-July 2022
Role	Process specialist (F & A process)
Designation	Accountant
Description	<p>Specializing in Invoice Processing, Quality audit and Reporting</p> <ul style="list-style-type: none"> <li>○ Process vendor invoices for <b>global countries, which includes both PO, Non- PO invoices and credit memos</b> for payments</li> <li>○ Process 200 invoices per day in ERP</li> <li>○ Cross training in multiple ERPs like Matrix OFS, JDE and Worlport</li> <li>○ Maintain <b>SOP</b> and submitted to manager</li> <li>○ Complete the work on time and followed as per SLA timeline</li> <li>○ Perform monthly <b>reconciliation</b> over 1000-line items, verify each line items and resolve discrepancy</li> </ul>

	<ul style="list-style-type: none"> <li>○ Delivered all reports like Remittance, Discrepancy, Paid reports and <b>Vendor reconciliation</b> reports as per client's requirement with stipulated time period</li> <li>○ Responsibility for service delivery quality in the area assigned</li> <li>○ Perform activities delegated as per service quality plan</li> <li>○ Perform root cause identification of process failures and implementation of corrective/preventive actions.</li> <li>○ Identify metrics to be tracked for the processes, Report the Table F performance on monthly basis</li> <li>○ Identify and check key controls for all process in QMS related to engagement</li> <li>○ Understanding process of transaction Monitoring</li> </ul>
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Company Name	Exl Services
Period	Dec'2014 – Aug' 2019
Role Designation	Senior Finance Executive (F&A process)
Description	<p>Expertise in invoice processing, Exception Handling and Vendor Reconciliation</p> <ul style="list-style-type: none"> <li>• Processed PO invoices and non-PO invoices for payment</li> <li>• Manage assigned workflow to ensure timely processing of vendor invoices</li> <li>• Process 100 invoices per day in SAP</li> <li>• Followed 3-Way matching and 2-Way matching for invoice processing</li> <li>• Focused on SLA and accurately created reports.</li> <li>• Process high volumes invoices with accuracy</li> <li>• Processed Purchase Order invoices in SAP Ariba</li> <li>• Posting of urgent invoices and replying to the concerned person with document number</li> <li>• <b>Review and verify the invoices</b> and check Request</li> <li>• Responsible for <b>Quality check &amp; review of posted invoices</b> to avoid errors and to meet SLA with 100% accuracy</li> <li>• Initiated new vendor application process</li> <li>• Handling of exceptions moved from validation team members</li> <li>• Process and post the invoices in process director</li> <li>• Provide <b>weekly analysis reports</b> of Exception resolution</li> <li>• Provide exception analysis and review on a regular basis</li> <li>• Proven performance in identifying opportunities for process improvement and automation</li> </ul>

	<ul style="list-style-type: none"> <li>• Training given to new joiners</li> <li>• <b>Vendor Reconciliation</b> account to be matched</li> <li>• Involved in client calls in different regions</li> <li>• Ensure regular monthly reconciliations of the various key income streams are prepared and thereby, ensure that adequate controls are implemented.</li> <li>• Maintained daily reports of employee's production, attendance &amp; process accuracy to aid their performance review.</li> <li>• Delivered all the reports as per the client's requirement within stipulated time period.</li> </ul>
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Company Name	AXIS BANK
Period	3 Weeks (9th April – 27th April 2012)
Role Designation	Trainee (Internship)
Description	<ul style="list-style-type: none"> <li>• To carry out a study on marketing of retail banking products</li> </ul> Conducted a survey among the account holders related to retail banking products in Axis Bank.

## EDUCATIONAL QUALIFICATION

Degree	Specialization	College	University/School	State	percent age	Year of Passing
MBA	Finance	TKM Institute of Management, Kollam	Kerala University	Kerala	63.5%	2013
BCom	Taxation	The Cochin College, Kochi	MG University	Kerala	69.5%	2010

## ACHIEVEMENTS

- ☐ Recognized by the management for accuracy and timeline of deliverables
- ☐ Recognized as good team player, willingness to take up new responsibilities and challenges
- ☐ Appreciation mail from clients and manager based on performance

## AWARDS

- ☐ Received Gem Award for **Best Performer** from Exl Services on March 2019
- ☐ Received R&R award for best performer from Infosys on March 2022

## **Project done during MBA**

- ☐ Study on Indian commodity derivatives market and analysing price volatility of pepper in Hedge Equities
- ☐ Study on the market price of JP Associates and identifying whether it is safe to buy its shares
- ☐ Study on variation in future price of Zinc
- ☐ Study on the services provided by the State Bank of Travancore, Karvy Stock Broking Limited, Oriental Insurance company

## **CERTIFICATION**

- PGDCA
- SAP
- Tally 7.2

## **PERSONAL DETAILS**

Nationality	Indian
Date of birth	28-Apr-1989
Marital status	Married
Gender	Female
Languages	English, Malayalam, Hindi

## **DECLARATION**

This is to declare that the details provided above are valid and correct to the best of my knowledge and I take full responsibility for the details provided above.

(Neethu Chandran)