

# Manisha Ravindra Patake

Financial Analyst- Procure To Pay (Process)

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## OBJECTIVE

To build career in growing organization, where I can get opportunities to prove by abilities, by accepting challenges, fulfilling the organizational goals and climb the career ladder through continuous learning and commitments.

## EDUCATION

- M.B.A.(Finance) – Pune University – 66.30%
- B.Com.(Costing) – Pune University – 64.00%
- H.S.C. – Pune University – 80.30
- S.S.C. - C.B.S.E. - 66.40%

## Technical Competencies

- SAP Version 7 ECC 6
- Tally 9.0 ERP Certified with A Grade
- MSCIT with A Grade
- Completed course of “Understanding Information Technology in the corporate environment” from ICSI Institute

## EXPERIENCE

22<sup>nd</sup> August 2022 to Till Date

### Accounting Analyst-Accounts Payable- • Integrative Systems India Pvt.Ltd

- Handling Invoicing activity of dedicated 30+ Vendors from US and Canada region with 2 way/3way ,PO Invoice and Non-PO Invoicing process.
- Monitoring work volume and allocating within team as per region and document type. i.e., Invoice, Credit Memo, and 3 Way match transactions.
- Monitoring past due invoices and resolving issues in the overdue invoices and expedite payment process.
- Taking ownership of performing reconciliation of dedicated vendors right from requesting statement till periodic settlement
- Update vendor master data i.e., Bill To, Ship To Address, Bank Details, remittance address in order to avoid payment rejection
- Acting as a link between receiving site i.e. Stores and vendors to understand and resolve receiving/delivery related issues and its impact on invoicing/payments.
- Preparing monthly reports i.e., Overdue Invoices, Aged Invoices, Vendor Setup, Master Data Change order report.
- Understand and resolve vendors issues related to payment confirmation, non-payment, underpayment, overpayment of invoices and highlighting issues of cancelled/rejected invoices.
- Monitoring credit hold/Shipment hold threat instances and expedite actions on priority for smooth delivery process. Plan and record best practices to avoid recurrence of shipment hold threat from vendor.
- Liaising with Vendor, receiving site and procurement contact/ Purchase order requestor for day-to-day activities.

## Date of Birth

10th May 1992

## Languages known

English, Hindi & Marathi

## Marital Status

Married

## Hobbies

Travelling, Outdoor Sports,  
Listening music

## Extra-Curricular Activities

Participated:

Entrepreneurship Development  
cell activity at AISSMS IOM  
Pune

Quiz competition held by  
Business Standard (secured  
2nd rank)

Business Quiz Competition  
held by AISSMS (secured 1st  
rank)

Extempore Competition by  
AISSMS

14th JANUARY 2019 To 19th AUGUST 2022

**Financial Analyst AP • Amazon Development Center India Pvt Ltd.**

- PO, Non-PO Invoice Processing for Europe, UK, US and India region. (2way /3Way Invoice Match)
- Allocation of Goods & Services, Intercompany Invoices received in workflow for region wise scanning ID's
- Price &Quantity variance, Vendor Disputes settlement
- T&E Processing/Audit
- Vendor Reconciliation – Critical Vendor/Utility Vendors.
- Conducting periodic and full and final settlements of vendors, which includes:
  - Requesting vendor to share their current on-hold invoices statement of account as on a particular due date.
  - To reconcile items with Amazon records and update details i.e., Missing Invoices, partial payments, (due date basis payment batch release) already paid invoices and deductions taken from payments for any specific reasons.
  - To analyze on-hold invoices, find root cause of non-payment of these invoices. There can be multiple reasons:
    - Incomplete/Incorrect Vendor master set up
    - Short receiving at receiving site due to multiple reasons
    - Other technical issues
  - Deductions from vendor payments due to multiple reasons, i.e.
    - Genuine Shortages in previous deliveries which were paid in full.
    - AR side deductions
    - Incorrect tax applied in previous invoices
  - Processing payments, informing vendor, and collecting NIL claim certificate for settlement period.
- Monitoring, handling vendor disputes and escalating/reporting to right parties.
  - Handling Invoice Rejection of EDI/Manual Invoices, OCR Indexing
  - Reviewing consolidated VMD change requests proposed by Invoice processing users / approved by vendor managers and forwarding valid CR to VMD Team
  - Create, review, approve and maintain process documents
  - Drive and support efficiency/RPA Projects within functional area
  - Taking Ownership of managing Ageing Invoices/ Open Items
  - Attend/Lead client calls and update/escalation management.
  - Acting as a chain between various departments (Purchase, Marketing, Warehouse, and store)
  - Ensure that SLA's and TAT is achieved by referring dashboards.

## Achievements

- Awarded with Client King award at annual R&R at MGBS
- Awarded with Significant Achiever of the month multiple times in monthly R&R at MGBS
- Achieved Company Secretary (CS) Executive certificate from ICSI institute in August 2013

19<sup>th</sup> December 2016 to 11<sup>th</sup> January 2019

### Financial Analyst • Metro Global Business Services

- Processing PO & Non-PO Invoices with 2 way / 3 way match system.
- Handling invoices in accounts payable process in various stages i.e. Indexing, Invoice Processing, Payment. Settle vendor's claims (quantity/ price) received through e-mails/system.
- 'Raising debit notes on suppliers and processing credit notes received.
- Take ownership of Open/Ageing items settlement.
- Attend client governance calls and implement action plans, communicate process.
- To drive process improvements projects from identification till closure of ideas.
- Creating, reviewing, approving and maintaining process documents (DTP's, Rulebooks, flow-charts etc.).
- Invoice and Payment processing in multiple stages i.e. Manual Invoice Recording, Line by Line matching and Claims.
- Record and publish process updates received during weekly client calls.
- Price Discrepancies and Quantity Discrepancies handling for Important Vendors.
- Taking care of repayments/claims invoices.
- Assisting in month end closing and Provide training to new joiners within the team.