



AKSHATA V JADHAV

My Contact

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📍 Bangalore

Education

- MBA from Presidency college, (HR & Finance)
Bangalore
2012 – 2014
- B.Com from ATNCC college,
Shimoga
2009 – 2012
- PUC from D.V.S (Ind) PU College,
Shimoga
2007 – 2009
- St. Philomena's High School,
Bellary
2007

Skills

- Strong problem-solving skills
- Adaptability and Support for change
- Adjust to different situations,
- Communication – verbal & written
- Self-motivated with an ability to take initiative & responsibility
- Confidence building

Work experience

Worked for **Travel Expense process (T&E), Invoice processing and Payment processing of employees** under **Accounts Payable** (EMEA region) for 4.5 years for Capgemini & AECOM. I overall carry 7.8 years of experience and handled different roles & responsibilities. I would like to secure a challenging position in the organization to expand my learnings, knowledge, and skills.

Professional Experience

Aecom | Coordinator | Travel & Expense process and Payment process

January 22, 2022 – May 17, 2023

Key responsibilities:

- Auditing expense claims (T&E) of the employees on daily basis (UK & IRL).
- Getting in touch with the internal teams when required after auditing the claims as per the employee's request.
- Training new employees on the T&E process and its policies.
- Revising & updating the travel policy when the changes have been implemented.
- Following up on the pending claims & rejected claims and sending the file to clients on weekly basis.
- Ensuring that appropriate approvals have been obtained from GBS.
- Liaise with the employee's delegates to resolve the claim's issue so that the employee could be paid on a timely basis.
- Provide ad-hoc management reporting on travel & expense.
- Running batch weekly which provides a list of due for payment, needs validation & expenses which are on Debit Memo.
- Initiating the manual payments.
- Getting in touch with the VMD team for new banking details setup
- Getting in touch with cash application team for employee refund.
- Identifying the debit memos for duplicate payments.

Capgemini | Process associate | Travel & Expense process and Invoice Processing

August 13, 2018 – January 21, 2022

Key responsibilities:

- Similar roles and responsibilities as performed in Aecom.

Achievements

- Active participant in games.
- Won prizes in drawing competition and swimming competition.
- Received Star performer award – Mphasis
- Received Spirit of winning award twice – Mphasis
- Received Raising Star award – Capgemini & Aecom.
- Appreciation from top level management for completing maximum number of profiles.

Freelance

- Currently doing freelancing on HR recruitment for the below companies:
- Gigin Technologies Private Limited
- QRN services

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge and belief

- Handling account payable activities.
- Managing whole cycle of AP including verifying and processing of PO, Non PO, Pre approval, utility bills and business rate invoice.
- Identifying the reason for Hold payments.
- Receiving the invoices and doing an accurate review.
- Entering the invoice bill details in the ERP.
- Communicating with the relevant departments, PMs or vendors if there are any discrepancies, errors or missing information.
- Routing the invoices to the appropriate Project Managers for approval.
- Maintaining a professional communication with vendors regarding invoice related queries/ issues.
- Maintaining records of the processed invoice.
- Making the payments on ACH & Wire.

HSBC | Associate | KYC

March 3, 2017 – March 22, 2018

Key responsibilities:

- Reviewing customer cases that are considered as Low, Medium, High risk, SCC (Special Category Customers) and conducting a thorough assessment of the related parties.
- Assuring all KYC/AML Documentation compile with Laws of relevant jurisdiction as well as HSBC policies.
- To follow up with the different Client Managers in obtaining the pending information/documents.
- Identifying key issues, Negative Information and suspicions which relate to money laundering or terrorism financing during the course of the KYC and investigate/escalate them appropriately.
- Building strong rapport with Onshore Teams, through operational excellence and proactive communication.
- Performing screening on the Clients, Directors & Shareholders of the client.
- Conducting independent research to gather and record the information through internally available tools, client websites and through internet.

Mphasis | Transaction Processing Officer | Account opening

August 21, 2015 – November 28, 2016

Key responsibilities:

- Involved in back-end process – Generating the account numbers.
- Review for accuracy of data & information and ensure that sufficient details are provided by the client / account holder for opening the account.
- Follow the appropriate steps mentioned in the SOP in accordance with established policies, procedures and guidelines.
- Setting account fee / commission for the advisor scheduled by the client.
- Acting as a Quality Controller of the team so as to increase the efficiency and to reduce the errors.
- Creating daily / weekly / monthly reports when required.
- Giving training to the freshers about the process which we are into.
- Reporting to Team Lead everyday regarding work of the team.
- Ensuring proper documentation and authorization for each transactions.
- Processing and maintaining the accounts of clients ensuring quality standards.