

SARMISTHA BEHERA

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TEAM LEADER

Accounting and Financial Management

Profile Summary

- Highly dedicated financial professional with **8+years** of expertise in Finance & Accounting. Proficient in Accounts Payable & Receivable managing a team of substantial size.
- Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical.

Work Experience

CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Process Lead (Invoice Processing) (Team size 16)

Dec 2021 to July 2023

Invoice processing Responsibilities

- Allocation of invoices to the team which we receive the report on daily basis
- Performing duplicate & trend report on daily basis
- Timely checking and accurate processing of invoices
- Involved posting urgent invoice request.
- Dealing with all Accounts payable invoices (i.e., RECURRING PO, 3WAY PO, NON-PO, UTILITY, CHECK REQUEST, TAX REQUEST, CREDIT MEMOS) and supporting the team by processing those for completing the work on time
- Having daily review meeting with client as well as team.
- Maintain ageing reports and working on resolving if there is any discrepancy.
- Assisting Invoice Processing, Helpdesk and procurement team on their queries and guiding them with correct action
- Maintain Month-end activity report, Error log and other important documents which is related to process
- Providing cross training to the team on timely manner and informing them about the latest updates of process
- Taking care of all the major escalation from client and reverting with proper information on time.
- Actioning on parked invoices with proper investigation and analysis.
- Giving training for new joiners.

Helpdesk Responsibilities: -

- Handing Q2R tickets
- Reverting to suppliers' queries with proper solution
- Vendor reconciliation, Providing payment details to supplier



CORE COMPETENCIES

- P2P End to End
- Accounts Payable
- Standard Accounting
- Procure Management
- Invoice Management
- Vendor & Customer Management
- Service Management
- Quality Assurance
- Help Desk

ACADEMIC DETAILS

- Pursued MBA(HR & BANKING MANAGEMENT) from Regional College of Management in 2014
- Earned Bachelor's in arts from Govt. Autonomous College in 2011
- 12th from Sushila Devi Women's collection in 2008
- 10th from Chinmaya Vidyalaya in 2006

PROFESSIONAL SKILLS

- Excellent English Skill in speaking and writing
- Organizational time management, decision making skill
- Proven Experience and Knowledge of the SAP ERP/ TALLY
- Good Analytical skills and proficient in Microsoft Excel
- Adaptable & Persistence
- Team Leadership

- Performance Improvement
- Critical Thinking
- Problem Solving
- Detail-Oriented

EXTRACURRICULAR ACTIVITIES

- Awarded with 2nd Prize for good handwriting during Graduation
- Runners Up in badminton in 2008
- Organized blood donation camp during graduation in 2011.

PERSONAL DETAILS

Date of Birth: 1st September 1990

Permanent Address : EM-1/3, Hirakud Colony, Uditnagar, Beside BSNL office, Rourkela-769012, Dist- Sundargarh, State- Odisha

Current Address: -Pride Apartment ,181/182, Dollar Colony ,Bannerghata Main road, Bilekahalli-56076 Dist- Bangalore ,State -Karnataka

Languages Known: Odia (Mother tongue) English and Hindi, Telugu, Bengali

Marital Status: -Single

Procurement Responsibilities: -

- Responsible for creation of Recurring POs
- Releasing the problem review invoices for payment after the RCA
- Taking care of 3 way and INV PO invoices for payment.

GH AGENCY BLR (GH GROUP)

Sep 2018 TO July 2021

Senior Account Manager

Managed a team of 20 members for a Domestic Garment industry providing services for professionals in, accounting, corporate, & financial services, having operations in All over India.

Account Payable

- Responsible for each and every procurement aspects (i.e. Vendor Selection, Purchase Enquiries, Payment Negotiation, Final Selection, Final Purchase PI, PO, ORDER FORM and GR)
- Responsible for Vendor Maintenance (i.e., Ledger Creation of Vendor as per GST Standard, Changes and Deactivation).
- Responsible for Disbursement of Vendor Payments, Discounts & Rebate.
- Ensure that the team Vendor Reconciliation, Vendor Discount & Rebate reconciliation Weekly wise.
- Handling e-mail queries, QMS, Travel & Expense processing, management of specific entities' AP ledgers.
- Maintaining good supplier and customer relationships
- Supervising and monitoring the invoice process team for all invoicing aspects as per GST standards.
- Review and aged pending Invoices, open order form, open purchase Order to ensure proper action/follow-up.
- Ensure that all incoming AP inquiries are resolved in a timely manner and manage escalations as needed
- As a lead, responsible for end-to-end client & people Management

Previous Experience

Sep 2014 to 2018 with KALINGA ENTERPRISES PVT LTD, ODISHA as Account Executive

Key Result Areas

Account Executives

- Responsible for posting all accounting invoices with correct GST, TDS submitted by vendor in TALLY9.
- Ensure that payment is processed on time.
- Responsible for sending remittance details for vendor.
- Played major role resolving vendor query through mails and call.
- Responding to vendor balance confirmation requests.
- To ensure all provisions are completed during month end times.