

Sharmila Boopathy Chennai, India 600039 +91 8939643595 sharmib9@gmail.com

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Analytical and Critical Thinking
- Relationship building
- Teamwork and Collaboration
- Attention to Detail • Specialist Software: SAP Accounts Payable Module, Citrix
- Advanced Excel ability
- Vendor Management

WORK HISTORY

TEAM LEADER - SERVICE DELIVERY 07/2016 to CURRENT

IBM Private Limited | Chennai, India

- Provides consistent high-quality service, complying with Service Level Agreements (SLA's) and Key Performance Indicators (KPI's)
- Conducted regular audits of the accounts payable process to ensure compliance with company policies and procedures.
- Collaborated with vendors to negotiate payment terms, resulting in a 15% reduction in costs
- Primary point of contact for Country/Regional Business Controllers and Buyers for complex issue
- Managed a team of 5 accounts payable clerks and oversaw the day-to-day operations of the accounts payable function.
- Worked with customers to understand needs and provide excellent service.
- Resolved past due accounts bringing over 90 days past due from 15% to under 3%.

PROCESS ASSOCIATE 05/2014 to 06/2016

Wipro Private Limited | Chennai, India

- Posting entries on Bank Portal
- Performing month end activities, uploading bank statements in client portal
- Generated reports detailing findings and recommendations.

EDUCATION

MBA | Business Management 05/2015

Madras University , Chennai

B Com 05/2013

Thiruthangal Nadar College , Chennai

LANGUAGES

Telugu: Native language

English: C1 Advanced Tamil: C2 Proficient