SOWMIYA.P

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Career Objective:

Business support professional with 9 years of experience in procure to pay. A Passionate person that always excited to learn new things and challenges. My Experience has provided me with comprehensive understanding of business and my career objective is to work a company where I can apply my skill knowledge, Education, experience and interpersonal abilities can be fully utilized to help corporate to use their business resources more effectively.

EXPERINCE

Current Employer: Vestas India Pvt. Ltd
Designation: Business Support Professional
Process: Invoice Management   **Period: (Since Jan 2022 to Till Date)**

Roles & Responsibilities

➢ Creating Purchase Orders in SAP
➢ Root Cause Analysis for Parked and Blocked invoices
➢ Vendor reconciliations for TOP Suppliers
➢ Payment query's and following with AP team for on time payment to suppliers
➢ Weekly calls with Top Suppliers for Parked invoice and payment status.
➢ Will do follow ups for PO Approval and GR.
➢ Root cause for rejected invoices and providing the feedback to Suppliers, Management with action Points
➢ Doing Vendor reconciliation on monthly basis
➢ Handle Parked invoices with or without purchase order and provide the solution to IP team to post the invoices.
➢ Generate reports to Management. (MIS)
➢ Anchor meeting with internal customers and stakeholders.
➢ Participation in continuous Improvement activities and Good Team member.

Employer: AGILITY LOGISTICS
Designation: Senior Associate   **Region: Middle East**
Current Process: Accounts payable   **Period: October 2018 – Dec 2021**

Roles & Responsibilities

➢ Interfacing AP/AR invoices from Control/Germs (ERP) to Oracle
➢ Processing Trade and Non trade invoice booking (Employee bookings, Petty cash bookings and Bank charges).

➢ Working on the complaints, Root causes analysis and suggested several ideas to improve the quality.
➢ Training for new members and helping them to work comfortably better by regular feedbacks.

➢ Posting the payment entries in ERP (Oracle) once the Approval is received from the stakeholder based on the agreed payment mode either through Cheque or Bank transfers.

➢ Preparing the vendor pay run proposal twice in a month and will share with the stakeholder in order to get the payment approval from Country CFO to release the vendor payments as per agreed credit terms.

➢ Preparing the vendor cheques based on the approval received in the pay run proposal and initiating the Bank transfers in HSBC portal.

➢ Booking unaccounted entries based on BRS report.

➢ Supporting for Bank reconciliation statement on clearing the un posted entries in the Oracle

➢ Processing the PO invoices in the Oracle and if there are any discrepancies in the PO which was raised for the invoice will connect with procurement team and the invoice will be booked once the PO is corrected.

➢ Doing Vendor reconciliation for Third party vendors on daily basis and for the government supplier reconciliations on monthly basis.

➢ Handling the Vendor queries and calls on daily basis in order to sort the issues regarding the payments, Discrepancies and pay run details.

➢ Processing prepayment (Advance to Suppliers) daily cheques bookings.

➢ Regular fallow ups to book standard invoice for prepayment entries.

➢ Allocating prepayment invoices with original Standard invoices.

➢ Doing weekly reconciliation and releasing the payments for critical suppliers.

➢ Fallowing up with operations for the un-booked invoices based on the agreed Metrics in order to clear the outstanding invoices on agreed credit terms and release the payment.

➢ Clearing the Debit memos based on the Ageing wise and will update the supplier to allocate the same in their books.

➢ Supporting the Petty cash booking and reconciliation along with the Utility bookings for on monthly basis.

➢ Preparing Business Partner Dash board & MIS report and sent to BPD on monthly basis

➢ Preparing AP aging report, unprocessed report, and Prepayment report and sent to BP

➢ Preparation of MIS reports (Processed invoices, Payments).

➢ Month end activities (Moving sub ledger to Leger)

➢ Supporting the General Ledger team on the accrual postings in the month end

Key Contributions

➢ Have given my best support using my Accounts Payable experience in Middle East redeployment.

➢ Cleared the Debit memos for AED 2.4Million in the second quarter in 2021.

➢ Cleared the Un booked invoices for third party vendors and Government vendors on weekly basis and have maintained the aged items in track for Dubai & Iraq and Abu Dhabi region till date.

➢ Have received the various vendor appreciations and stakeholder appreciations for maintain the quick and accurate response.

➢ Have maintained the 100% accuracy for Bookings, vendor reconciliation, Unprocessed and payment proposal fortwo quarters in 2020.

➢ Implemented the Un accounted tracker for Middle East region for both critical and non-critical suppliers to have the aged items in track.

➢ Have implemented the Dupe check tool before making the vendor payments in to avoid the duplicate payments.

➢ Have collected the 1.2Million AED refunds in fourth quarter in 2020.

➢ Prepared month end reports and CAPA for the errors made by the team in order to close the Firm tickets.

➢ Have supported the team to clear backlogs in BCP period during the Covid-19 Pandemic.

➢ Given the training to the new joiners and the training plans used to be shared with the Manager.

➢ Proactive approach on all type of queries focusing customer satisfaction

Employer: RENAULT NISSAN AUTOMOTIVE
Designation: Senior Officer
Process: Account Payable   **Period: (Since Nov 2017 to Apr 2018)**

<u>**Roles & Responsibilities**</u>

Reconciliation & resolutions of all the Domestic Vendor accounts (Parts – 350 Vendors) – NMIPL & RNAIPL. Resolving all GRIR open items & Issues involved in it Preparation of MIS reports (Held up issue invoices, Missing invoices).

➢ Reconciliation of Gate entry registers VS GRIR reports.
➢ Finalizing the provisions for the Unaccounted, Short accounted invoices Retro price increase & decrease on monthly basis.
➢ Reconciliation & Resolution of the concerned GL concerned accounts on Monthly basis.
➢ Providing analytical & compatibility reports (Year wise) to the auditors in a stipulated time.
➢Performing the reconciliation on periodical basis based on the Audit (Group & Statutory) requirements
➢ Audit meetings – Closure plan for the discrepancies involved in the reconciliation.
➢ Speculation towards the Weekly payments to all the vendors in a said time.
➢ Validating & processing of all the supplementary invoices incurred towards price variance.
➢Recovery of the entire retro debit (price decrease) amount from the suppliers on Quarterly basis, Half - yearly & Annual basis.
➢ Clearance of all the held-up issue invoices (System error & Printing issues by the vendor).
➢ Confirmation of Vendors balance at a periodical basis.

 <u>**Key Contributions**</u>

➢ Trained in most of the queues and in Statement reconciliation within a short span of time
➢ Proactive approach on all type of queries focusing customer satisfaction
➢ Closely monitoring team exceptions and doing continuous follow ups with the Warehouse and Buyers to reduce the aged exceptions
➢ Maintaining team's daily Production tracker and circulating it with the team members and the Manager
➢ Preparation of Match Exception Report and Mail Follow-up activities
➢ Assigning of invoices and Rejection approval activities
➢ Preparation of Schedule Hold Report and Rejection Report

Employer: IBM India ltd
Designation: Senior Associate
Division: Payments
                                        Period: Nov 2014 – Sep 2017
Job Profile:
➢ Creating Payment Process and executing them in SAP
➢ Responsible for Daily, Weekly and Monthly payment runs
➢ Performing audit for the high value invoices before executing the payment.
➢ Before executing the payments forecast report will be prepared and sent to clients.
➢ Checking the BIT accounts and monitoring if there are any payment rejections
➢ If there are any rejections, will analyze the reason for rejection and take the appropriate action
➢ Reasons could be, Incorrect bank details, Incorrect swift code, etc.,
➢ We will report the above rejections to the VMD team and request them to update the correct details
➢ Preparing the payment exception report and analyzing on the documents which are not getting picked for payment and taking the appropriate action.
 ➢ All the foreign payment are updated in the control sheet and reported to clients & Bank to get approval for execute payment proposals.

Employer: Steria India ltd
Designation: Process Associate
Division: Payroll   **Period: Feb 2008 – June 2010**

Roles & Responsibilities

ASC- Automated Supply Chain (Time sheet)

➢ An employee time sheet is initially feed in to the ASC system and interfaced to Oracle from where the payments are made

➢ Generating the weekly / daily reports from ASC (Time sheet) system to find out the exceptional reportswhich are held on hold due to order process and circulating the same to the clients for gathering further information for processing those extra works.

➢ Taking care of the in internal escalations with in the process and also handling the escalations from the client side

➢ Handling all the high-level queries on account of Interface between ASC & Oracle System.

➢ Cross Training Planning, New Joiners Training

➢ Preparation of F & A Dashboard, Monthly Ops Report & Weekly Report

Awards & Recognition

➢ Best Performer Award for Clearing Parked invoice (Backlogs).
➢ Automated HQD Report for GR process (Saved 96 hours per year).
➢Initiated automation process for Upfront RCA for MEARSK rejection invoice.
➢ Won appreciation from the client for flawless delivery.
➢ Won "Well done cards "for handling queries on a crisis management.
➢ Won "Pat on the Back" for outstanding achievement
➢ Client Awards & STAR Performer Award

EDUCATION

July 2008 – June 2010

Annamalai University, Distance Education (Financial management)

July 2003 – July 2006

S.I.V.E.T. College, Gowrivakkam, Chennai (B.COM)

SKILLS

➢ Operating Systems :   Win 95/98, Windows 2000/XP Professional.
➢ Oracle :   Middle East Oracle Version (12.1), Control, Discoverer
➢ SAP :   MM Module
➢ A/c Packages :   Tally 7.2, 8.1, 9
➢ Application Packages :   MS-Office.
➢ Typing :   Lower in English.

Declaration
I hereby declare that the above-mentioned information is true and correct to best of my knowledge.
Place: Chennai
Date :   (Sowmiya.P