

A highly organized and detail-oriented multi award winning Senior Analyst professional with over 8.5 years of experience in Accenture and conducting oneself in a professional manner whilst taking responsibility for commitments.

Dedicated professional with 8.5 years of comprehensive experience in the Accenture Time and Expense domain. Proven expertise in managing and optimizing time tracking and expense reporting processes. Adept at utilizing Accenture's tools and platforms to enhance efficiency and accuracy. Strong analytical and problem-solving skills coupled with exceptional communication and collaboration abilities. Capable of managing expectations of stakeholders effectively while embracing different points of view and upholding the firm's code of ethics and business conduct.

SKILLS

SAP | Process Optimization | Problem Solving | Collaboration | Management and Training of Juniors | Stakeholder Relationship Management | System Banking | Accounts Payable | MIS Reporting Proficiency | Timesheet | Vacation Accruals | Expense Management | Financial Reporting Proficiency | Analyzing Travel and Reimbursements | Process Documentation Skills | Advanced Excel | Efficiency Improvement Skills | Strong Time Management | Attention To Detail | Expense Compliance Review | Problem-Solving Ability | Communication Skills | MS Office Proficiency | Month End Reporting and Closing | System Accuracy | Process Improvement Input | MIS Report |

WORK EXPERIENCE

Senior Analyst | Accenture Solutions, Mumbai - Maharashtra, India, September 2022 – Present

- Lead and manage the end-to-end time tracking and expense reporting processes for various projects, ensuring accuracy and compliance with organization's policies and stakeholder requirements.
- Utilize Accenture's tools and platforms to streamline workflows and optimize reporting efficiency, reducing processing time by 13%.
- Analyze data discrepancies and resolve issues promptly to maintain the integrity of time and expense records.
- Effectively managed a 5-member team, shouldering the workload of 7 headcount, delivering timely completion of daily tasks, efficient resolution of escalations, and precise metrics reporting. Streamlined reporting process with developers, optimized task execution, and received commendation from supervisor.
- Collaborate with cross-functional teams to gather project-related data and validate it against project scopes, resulting in precise time and expense reporting.
- Efficiently executed fortnightly payment runs for 18,000 employees across 8 countries within 15 days, expertly processing business expense reimbursements after meticulous internal validation and ensuring international compliances were met.
- Maintain team credibility and preventing inconsistencies in business hours/expenses reporting by conducting spot checks of the team's activities and highlighting inefficiencies to management before external contacts noticed.
- Improved operational efficiency and saved on non-tangible benefits in FY2022 Q1 by enabling an important actionable item on Accenture's internal portal and sending weekly emails to employees, resulting in successful compliance.

Analyst | Accenture Solutions, Mumbai - Maharashtra, India, September 2019 – August 2022

- Validated expense reimbursements and executed fortnightly payments of 800,000 EUR to 1200 employees in Italy while improving month-end transaction processing efficiency while collaborating with the team, resulting in streamlined processes.
- Boosted team productivity by promptly providing accurate answers to queries as a Subject Matter Expert.
- Enhanced new joiner contributions by 27% through proactive job training and development, reducing onboarding time.

Senior Associate | Accenture Solutions, Mumbai - Maharashtra, India, June 2017 – August 2019

- Reduced audit rejections by 18% with targeted educational mailers, addressing employee documentation queries.
- Achieved improved audit results and employee experience by adding an HR email approval feature for relocation expenses exceeding 15,000 INR to the internal tool.
- Awarded Star of the Business in H2 FY2018 for exceeding process transition expectations in Jan 2019.

Associate | Accenture Solutions, Mumbai - Maharashtra, India, December 2014 – May 2017

- Recognized with the Excellence Award for transitioning CRM ticket handling process for 240,000 Indian employees in just 30 days, leading a team of 5 and utilizing Siebel, ERP Accenture tools and SAP.
- Awarded Star of the Business for initiating and implementing tax deduction for onsite employees.
- Reduced expense rejection rates in audits by 28% and saved \$50k in Q2 2017 by implementing an educational checklist on internal tool.

EDUCATION

MBA in Finance (Master of Business Administration) | University of Mumbai, 2014 | 73%

B.Com. (Bachelor of Commerce) | University of Mumbai, 2011 | 69%