Divya S N

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Summary

Responsible Senior Consultant, passionate about delivering outstanding quality and service. Offering 8.6 years of experience in industry with history of recognition for performance.

Skills

- Account Payable
- Reconciliation
- Account receivables
- SAP
- ARIBA, CITRIX
- WORK fusion tool experience.

Education

2013-Master of Business Administration Finance, GSSS Mysore

2011-Bachelor of Business Management, Finance, MEC Mandya

Language

- English
- Kannada

Experience

June 2023- Till Date

Senior Consultant- Finance & Accounts at Eli Lilly and Company

P2P Process:

- Processing all kinds of invoices like PO Invoices, Non-PO invoices,Credit Note, Debit Note.
- Ariba Invoice processing and clearing exceptions and RTV analysis. Processing the invoice in the new tool called work fusion.
- Analyzing and resolving blocked Invoices. Interacting with the client/Internal people to resolving the query.
- Coordinating with month end activities. Raising a Credit memo requesting discrepancies for the Price and quantity Overbill or makingfollow up with the vendors for the wrong payment made.
- Payment to vendors based on invoices received electronically in comparison with PO using 3way matching and 2way matching.
- Verifying and processing accurately and response through mail or calls.

August 2015-January 2023

Senior Financial analyst at HPE

August 2014-July 2015

Financial Analyst at Target India pvt ltd

R2R Process:

- Prepare Reconciliations of Unbilled Receivables, Deferred Revenue & Cost accounts, Accrued Liabilities, Prepaid Expenses & provision accounts.
- Co-ordinate MEC activities, check of amortization schedules, document supporting, Aging reporting.
- To identify the fallouts occurred in SAP, to rectify & make it to flow to further systems.
- Monthly Balance sheet Review & analysis is performed, where MOM-QOQ variances are analyzed & detailed reporting is submitted to Management.
- Performing the prepaid validation on quarterly basis. Performing the Concur activity.