

SANISHA PM

Accounts Payable Specialist

Bengaluru •

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OBJECTIVE

Desire to be part of the accounts payable team at a successful company, where I can effectively apply my accounting, management, and interpersonal skills to their fullest potential

PROFESSIONAL SUMMARY

Resourceful professional (SME) with a wide range of experience in the Accounts Payable operations for APAC, Europe, America and EMEA countries with high degree of professionalism and strong problem resolution capabilities. Handle daily A/P processes and oversee the timely, accurate processing of invoices, expense reports and vendor payment.

EDUCATION

MBA in Finance and Marketing (2010 – 2012) – Bengaluru university
BBA in Finance (2007 – 2010) – Calicut University

PROFESSIONAL EXPERIENCE

NUANCE COMMUNICATIONS – Bengaluru

Accounts Payable Specialist, September 2015 – July 2023

- Verified, Inputted, and coded large numbers of invoices (PO and Non-PO) through an integrated ERP system (Oracle)
- Prepared payment proposal and performed scheduled and Ad hoc payment batches (ACH, Check and Manual)
- Reviewed and approved Employee expense reimbursement in ERP and ensured claims comply with company policy. (Oracle, I Expense and SAP Concur)
- Produced month-end closing reports and ensured smooth AP close by working on various close controls.
- Preparation of Credit memo/Debit memo as per request
- Ensure to obtain business approval before initiating the payment process
- Performed Employee Travel advance, Prepayments and AmEx processing request
- Preparation of various accounting reports and published to management such as Aging report, Process Metrics Report, Payment proposal and other KPI reports.
- Used advanced software skills (MS Excel, Power Bi to produce high-quality reports, and dashboard presentations
- Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments.
- Reconciled bank accounts to verify accuracy of cash records.
- Assisted in various process transition (Remote) and was part of a Pilot project.
- Implemented technologies and process automations.
- Handling emails regarding vendor queries by using MS Outlook and Footprint.
- Liaised with different departments regarding supplier and employee queries, resolving issues in timely and professional manner.
- Reconcile account transactions with the general ledger to ensure all amounts paid were accurately coded to correct cost centre.
- Registered transactions and data on accounting database to track history and safeguard information.
- Studied past records to detect duplicate statements and fraud, avoiding penalties for non-compliance.
- Provided process training for team member as and when it required.
- Assist in streamlining and improving the accounts payable process.
- Keeping a track of vendors with Debit balance, analysing the reason behind the debit balance
- Post corrections or reclassifications that are found during balance sheet reconciliation procedures as per GL team request

EXL- Bengaluru

Accounts Payable Executive, August 2013 – June 2015

- Processing of PO and non-PO invoices in Oracle application with accuracy.
- Expert in managing query resolution for internal business users and external suppliers
- Quality check of processed invoices to ensure correct input of data before running payment batches
- Processing of Freight Invoices, Credit memos, Tax invoices and Disbursement Requests.
- Worked on Invoice on hold activities and also act as a POC for stake holders
- Coding of Non-Po invoices as per GL code and sending those invoices for approval
- Identify and analyse aged invoices and take corrective action to ensure AP aging is within terms.
- Worked on Vendor maintenance including Creation and Modification of vendor details.
- Worked on cash applications.

ACCENTURE - Bengaluru

Process Associate, October 2012 – August 2013

- Detail Investigation on HFTF (Handling Fee & Transfer Fee) difference and commenting on same & which helps clients to generate the credit note against the same.
- Creating Contracts for Thomas Cook Hoteliers of Various Destinations.
- Assigning and Modifying Contract based on Arrival date and Pax count for Roundtrip.
- Worked on Precheck process
- Data Collections for HFTF (Handling Fee & Transfer Fee) Process and Posting the invoices in SAP.
- Doing Quality check and Giving Process training to team members.
- Handling business calls with clients.
- Provided process training for team member as and when it required.
- Data Collections for HFTF (Handling Fee & Transfer Fee) Process and Posting the invoices in SAP.
- Doing Quality check and Giving Process training to team members.

AREAS OF EXPERTISE and SKILLS

- Accounts Payable Process
- Invoice Process (PO and Non-PO)
- Travel and Expense Processing
- Vendor Payment Process
- AP Month end close
- Process Transition
- Reconciliation and Accounts administration
- Reporting and Documentation
- Vendor Management
- Team player
- Proactive and Attention to detail
- Interpersonal and Communication
- Time management and Organizational
- Accountable and adaptability
- Quality control and Efficiency Improvement
- Microsoft office
- Oracle (11i and R12)
- SAP and SAP Concur
- MS Power BI
- Citrix

REWARDS & RECOGNITION

- Awarded multiple spot bonus as part of R&R program at Nuance
- Awarded as High five & Going the Extra Mile at EXL
- Received Best Performer Award during training at Accenture

LANGUAGES

- English
- Malayalam

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Date:

Place: Bengaluru

Signature of Candidate

SANISHA