

K.Santhya

SUMMARY

Accomplished Account Payable specialist with a high degree of professionalism and strong problem resolution capabilities. Maintain 100% accuracy in processing invoices. Proficient at vendor management and succeeds in challenging. Looking to take on new challenge.

EXPERIENCE

COGNIZANT (Account payable Specialist)

November 2012 to Current

- Researched process optimization. Identified unnecessary step in purchase order approval, which was eliminated at my suggestion and resulted in 20% reduction in processing times.
- Audited invoice processing for compliance with three step processes, reducing overpayments by 15%
- Trained 20+ new employees on AP procedures and processes
- Review and pay in a timely manner all invoices and bills of the stores/Warehouse.
- Review and clear monthly journals for accurate charges and payments to creditors, control of the budget and necessary supplies of the store.
- Clearing suspense errors by posting journals to transferring the payments to correct GL.
- Keeping track of every transaction and logging details into a system.
- Regularly monitored accounts to ensure all invoices are paid in a timely manner.
- Preparing accruals & Journals on month end close activities.
- Handling daily queries emails regarding for the vendor payment details.
- Researching and resolving all payment problems and responding to vendors via emails.
- Quality check on processed invoices and tracking Errors.
- Auditing the duplicate report to avoid the duplicate payments.

- Clearing outstanding balances on accounts. Preparing daily supplier payment runs.
- Processing all refunds. Keeping track of all orders.
- Addresses escalated issues from employees and vendors regarding accounts payables; and ensured accurate and complaint A/P files and records in accordance with company policies.
- Provided training and monitoring for new employees and offshore.
- Verified details of transactions, including funds available and total account balances.
- Developed tracking reports to keep management informed of due and past due vendor invoices.
- Resolved transaction and invoice issues in teamwork with associates and supervisors.

PROFESSIONAL CARRIER PROFILE

- ❑ **From September 2018:** Till date as a Process Specialist – Accounts payable.
- ❑ **From June 2014 – September 2018:** Senior Process executive – Finance & Accounting(P2P).
- ❑ **From July 2012–October 2014:** Process executive – Claims processing, Enterprise Asset Management.

ADDITIONAL SKILLS

Application used: Oracle, Maximo, Lawson, Excel, Word, PowerPoint, Power BI, UiPath.

- ❑ Advanced excel ability, DEQ query run.
- ❑ Application used - Oracle financial application, Lawson, Maximo.
- ❑ Able to deal with a high dollar amount of invoices.
- ❑ A positive approach and attitude to changes within the workplace
- ❑ Organizational skills, Time management, Team-working ability, Self-motivated.
- ❑ Ability to communicate effectively and coordinate work with other staff members for day-to-day activities.
- ❑ Ability to handle administrative functions and complete projects.
- ❑ Work well with a team and as an individual.
- ❑ Self-motivated, with high capability of establishing priorities and observing deadlines.
- ❑ Strong problem-solving skills, basic accounting principles knowledge and research and resolution skills.

RESPONSIBILITIES

- ❑ Provide training and floor support to the new joiners
- ❑ Maintaining the SLA trackers.
- ❑ Responsible for email handling in the process and taken immediate action to solve the client queries
- ❑ Preparing weekly call data and presenting to Client.
- ❑ Completing my task with 100% accuracy.
- ❑ Conducting daily team huddles and monthly team meeting.
- ❑ Takes full responsibility for all decisions.
- ❑ Preparing audit documents for internal audit.
- ❑ Regularly monitored accounts to ensure all invoices are paid in a timely manner.

REWARDS & ACHIEVEMENTS

- ❑ Received several appreciations for promptly working.
- ❑ Received Game changer, Cheers and OPEL Award winner for providing excellent commitment to the work.
- ❑ Created BOT in UiPath for Lawson Hold report activity to reduce time.
- ❑ Learned end to end process in the accounts payable.
- ❑ No leaves on Month end close.
- ❑ Performed special projects when requested.
- ❑ Ability to work under high pressure and solve problems quickly.

EDUCATIONAL DETAILS

- ❑ M.Com, University of Madras - 2017.
- ❑ B.com, Shasun Jain College, Madras University-2012
- ❑ Higher Secondary, Children Garden Higher Secondary School - 2009.
- ❑ SSLC Children Garden Higher Secondary School - 2007.

PERSONAL DETAILS

Name	K.Santhya
Contact Number	+91 8825821709
Date of Birth	06-06-1991
Language Known	English, Tamil
Other Interests	Art and Craft and Cooking
Address	No:20/18 Durgadevi nagar,Tondiarpet, Chennai-600081



DECLARATION

Place: Chennai

Date:

I declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.

Signature

(K.SANTHYA)