

UJWALA K P

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Accounting and QC professional with 10+ years of experience in AP

Professional Competencies

I have worked in different projects in my whole tenure with **IBM India Pvt Ltd** and below is the list of the same

- Experience in India, Australia & New Zealand AP payments
- Handled void report of Australia & New Zealand
- Experience in ACL to find out the duplicate payments of Singapore

Project Summary

- **ANZ Duration: Aug 2022 – Jan 2023; Designation:** Process Delivery Specialist
- **ANZ Duration: Dec 2015 - Jul 2022; Designation:** Finance and Admin Business Associate
- **Williams Duration: Jul 2012 - Nov 2015; Designation:** Senior Executive - Finance and Accounts

Work Experience

Client: ANZ

Designation: Process Delivery Specialist

Aug 2022 – Jan 2023

Roles & Responsibilities

- As Subject Matter Expert for Accounts Payable – India, Australia, New Zealand, Asia (Singapore, Hong Kong, Vietnam, Philippines (Hub & Branch).
- Processing audit of pending invoices with resolutions as well as quality check of invoices.
- Performing Quality Check Control for interfere invoice error correction & invoice processed made by the team and to ensure there are no Errors and make necessary changes as require.
- Responsible to ensure that the process is adhered in lines with the respective Quality Analysis and Quality Manager.
- **Software Used** - PeopleSoft, ANZ Buy, Ariba, Transactive

Designation: Finance & Admin Business Associate

Dec 2015 - JUL 2022

Roles & Responsibilities

- Processing Invoices with accuracy according to the category like Po or Non-Po and & credit note with handling Queries related to processing.
- Provided process training when new workflow forms are introduced.
- Handling rejections and customer administrator cases.
- Conducting team huddles on a weekly basis and update the team as per latest updates from the clients.
- Handling the tax exceptions and release the invoices for payment in time.
- Communicating with vendors and request for clarifications through emails and calls.

- Work on invoice agent and other exceptions to release the invoices to avoid the delay in payment.
- Representing Team in L2 case meeting weekly.
- Attending issue log meeting with the client.
- Handling reporting activities like allocating emails, aging, productivity, exception, ok2pay and paid master report on a daily basis, IR Deletion, accruals and active vendor list report weekly once.
- Handling an Expedite request with normal Invoice processing and E-mails.
- **Software Used** - PeopleSoft, Ariba

Client: Williams

Designation: Senior Executive –

Jul 2012 - Nov 2015

Finance & Accounts

Roles & Responsibilities

- Processing of PO, Non-Po and Pre-approved invoices under US.
- Uploading the invoices to US treasury for the payment.
- Research on duplicate invoices and ensuring no duplicate payments made twice.
- Responsible for meeting all the TAT and SLA.
- Ensured timely payment of vendor invoices.
- Processing the invoices using the ERP package Oracle R12 with 99.99% accuracy.
- Handled secondary Peer review, daily duplicate review and canceled invoices review.
- **Software Used** - Citrix Meta frame, CITRIX, ORACLE 11i, MARKVIEW, Oracle R12

Awards & Achievements

- Received Client Success Award in form of Cash & Star Performance Award.

Other Skills

- US Book Keeping, Financial Reports, Quick Books.

Academics:

- **MBA (Distance)** specialized in Finance & Marketing, Sikkim Manipal University, 2015
- **B.Com**, Bangalore University, 2012

Date:

Place:

Signature: