



# Nivedhaa V

Accounts Payable P2P & Accounts Receivable OTC

4/55, Vellalar Street, Melavaladi,  
Lalgudi, Trichy -621218.

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7200470247

## EDUCATION

- 2011 + **BACHELOR OF COMMERCE (B.COM)**  
↓  
2014 | Anna Adarsh College for Women, Anna Nagar, Chennai  
Aggregate 76%
- 2010 + **HSC**  
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2011 | Infant Jesus Mat Hr Sec School, Chennai.  
Aggregate 90%
- 2008 + **SSLC**  
↓  
2009 | Infant Jesus Mat Hr Sec School, Chennai.  
Aggregate 77%

## WORK EXPERIENCE

- 2022 + **CAPGEMINI TECHNOLOGY SERVICES INDIA LTD - TRICHY**  
↓  
2020 | Senior Process Associate  
➤ Verification of Invoices  
➤ Invoice processing  
➤ Very well experienced in P2P end-to-end process, Invoice processing, Quality audit, Vendor query handling  
➤ Handling Team with 6 People  
➤ Daily work allocation for the Team and Maintaining TAT Report as daily Basis  
➤ Communicating with client  
➤ Problem and Blocked invoice query handling  
➤ Invoice auditing and reporting.  
➤ Duplicate invoice checking  
➤ Report for GR and IR, Internal auditing, Weekly Aging reporting.  
➤ Handling Client Mails & Calls  
➤ Providing New Joiners Training  
➤ Invoice processing in Oracle and SAP.
- 2020 + **CAPGEMINI TECHNOLOGY SERVICES INDIA LTD - TRICHY**  
↓  
2018 | Process Associate  
➤ Credit management.  
➤ Customer accounts maintenance  
➤ Cash Application process.  
➤ Collection processing.
- 2016 + **ACCENTURE PVT LTD - CHENNAI**  
↓  
2015 | Associate  
➤ Cash Application  
➤ Credit Card and cash Process handling.

## OBJECTIVE

To carve a niche for myself in a well-established corporate enterprise with willingness to accept responsibilities by applying strategic initiatives and new concepts & constantly learning technologies.

## TECHNICAL SKILLS

SAP ERP

MS office, Excel

English Type writing

Tally, Oracle.

## AREAS OF EXPERTISE

- Procure to Pay (P2P)
- Team handling
- Problem solving

# HONORS & AWARDS

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**Excellence in customer delivery:**

Received the Award for Raising Star (2), Xtra mile (1), Outstanding contribution in delivery (1)

**Engagement Profitability:**

Value creator (2)

**People Leadership:**

People champion (1)

# DECLARATION

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I hereby declare that all the details provided above are true to the best of my knowledge

Date :

Place: Nivedhaa V