

SUSHMA.A

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*An enthusiastic and high-energy driven professional, targeting assignments in **Accounts Payable, Financial Analysis** with an organization of repute preferably in **Hyderabad***

CORE COMPETENCIES

- ❖ Finance & Accounts
- ❖ Accounts Payables
- ❖ Vendor Accounts Reconciliation
- ❖ Invoice Processing Management
- ❖ Vendor Account Management
- ❖ Negotiation
- ❖ Process Improvement/ Automation
- ❖ Root Cause Analysis
- ❖ Liaison & Coordination

ACADEMIC DETAILS

- ❖ **M.B.A(Finance)** from Holy Mary(HITS) Osmania University, RR Dist. with 70.6% in 2013
- ❖ **B.Com(Computers)** from Vasundara degree collage Hyderabad, Osmania University with 78% in 2011

PROFILE SUMMARY

- ❖ **Result-oriented professional, offering nearly 7+ years of experience** in Accounts Payable, Process Improvement, Vendor Account Reconciliation & Vendor Management.
- ❖ **Expertise in** providing feedback to management on business performance w.r.t. profitability.
- ❖ **Administered daily Accounts Payable Processes;** managed **vendor relations** as well as timely and accurate **processing of invoices and payment transactions.**
- ❖ Optimized the **A/P function by improving procedures and controls;** determined **root cause** and **recommended viable improvements.**
- ❖ Conferred with **Pinnacle Award** for reducing the vendor shortages in Nov'20.
- ❖ **Successfully developed and implemented** financial / operational controls for planning, control, reporting & review processes to optimize the use of resources & thereby improve P&L scenarios.
- ❖ Possess **excellent analytical, interpersonal & organizational skills** with capabilities in team management.

TECHNICAL SKILLS/ TRAINING

- ❖ MS Office Suite, Advanced Excel

ORGANISATIONAL EXPERIENCE

From SEP'15 - JAN'22

Growth Path: Joined as Intern & promoted as Financial Analyst at Amazon.

Role:

- ❖ Acted as **an escalation gate** to **address or resolve any concerns from vendors** such as:
 - **Vendor Invoice Processing** and ensured **timely payment with highest controllership** for EU & NA regions.
- ❖ Assisted vendors to understand the **usage of invoicing tools to transmit their invoices** for timely remittance.
- ❖ Conducted **root cause analysis** on **open receipts** related to **vendor account** and **identify, fix the Root cause** to identify issues within supply chain or internal Amazon systems and also **recommended suggestions & action plans for improvement.**
- ❖ Documented & maintained **vendor health scorecards** which included vendor performance, delivery hold situation and pro-actively worked on their account balances.
- ❖ Spearheaded **supplier portfolio**, reviewed **Amazon P&L impact** & explored possibilities for **harmonious settlements** including **negotiating** for outstanding balances with the Vendors.

- ❖ Providing **defect resolution** for supplier identified defects; coordinated with **global stakeholders** to identify improvement opportunities and help drive the same.
- ❖ **Reduced liabilities of the organization** by ensuring **aged receipts are taken care** by either paying them or internally resolving them.
- ❖ **Preparing reports by running ETL queries** to identify possibilities of matching the invoices to clear the PQV.
- ❖ Leased with **Retail & Finance Teams** to coordinate work for same vendor accounts to meet priorities, business decisions & objectives.
- ❖ **Reconciled vendor accounts** to identify and resolve critical issues like missing invoices and unattended vendor claims in order to make it current by the end of every month.
- ❖ Performing vendor account **reconciliations** to identify and resolve critical issues like missing invoices and unattended vendor claims (IOH) confirmation in order to make it current by the end of every month.
- ❖ Reviewed **existing processes**, and led the implementation of systems aimed at **enhancing process and operational efficiency** of the organization.

Significant Achievements

- ❖ Proven track record of successfully receiving **Best Performer Award**
- ❖ Created summary template by using **excel** formulas where the base data is extracted from multiple **reports**, which avoids manually updating values. This process helped in projecting a clear view of **P&L** account to the leadership. **Saved 250 Hrs. per annum.**
- ❖ **Streamlining** the application interface called Dock Master which provides all the vendors shipment related information at fulfilment center level by **eradicating** multiple steps in search criteria by enabling the application to extract the required data by giving single search criteria. Which saved 300 Hours per Annum.

PERSONAL DETAILS

Date of Birth 16th Nov 1990| **Languages Known:** English, Hindi & Telugu

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