



# Abhisek Choudhury

## Process Associate

6+ years of experience in the IT-BPO sector with proven expertise in invoice processing and customer relationship management utilizing softwares like SAP, COUPA and S4Hana along with being awarded the title of "rising star" in Capgemini.



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9901089019



Kolkata, India



17 December, 1992

## SKILLS

Invoice Processing

SAP FICO

SAP ABAP

SERVICE NOW

COUPA

Data Analysis - MS  
Excel

Customer relationship  
management

Attention to detail

## LANGUAGES

English



Hindi



Bengali



French



## WORK EXPERIENCE

### Process Associate

#### CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Jan 2016 - June 2022

Kolkata & Bangalore

6.5 Years of Experience in the accounts payable domain, playing a pivotal role as a member of the Invoice processing team.

#### Responsibilities

- Process invoices on a day-to-day basis with an eye on maintaining the utmost accuracy
- Utilize COUPA and SAP to analyze the purchase orders of a given invoice along with matching the vendor bank details in S4Hana.
- Accounts payable Invoice processing (non-voice process)- Both PO and NPO along with two-way matching and three-way matching process and vendor reconciliation
- Improved the efficiency of invoice processing year on year in a substantial manner
- Managed customer relationship by utilizing "Service Now" portal in day-to-day manner
- Conduct peer-to-peer audit of processed Invoices on a weekly basis
- Played a vital role in projects named Armstrong and National Grid

## CERTIFICATES

Certificate in Copy Editing (03/2023)

Certificate in Proofreading techniques (03/2023)

Certificate in Financial Accounting (03/13-04/2013)

Enterprise Resource Planning (ERP) - financial account modules like General ledger, Accounts payable etc.

Diploma in Financial Accounting (05/2013 - 07/2013)

ERP - Financial accounting modules like recording business transaction, adjustments, core practices & theory first assessment, business decisions etc.

### Education

### Marks Obtained

B.Com (Honours)

55%

Raj College, Burdwan University

06/2010 - 06/2013

Bachelor in Library Science

56%

Netaji Subhas Open University

Courses: Tally, DFAS, CFAS

06/2104 - 06/2015

Indian School Certificate Examination (ISC)

56%

06/2008 - 06/2010

Indian Certificate of Secondary Education Examination (ICSE)

59%

05/2008

## ACHIEVEMENTS

Bestowed thrice with the Title of "Rising Star" for giving my best in the P2P domain. (07/2016 - 07/2022)

