

VANDANA BHAGWANI

CONTACT

- +44-7424646176
+91-9699038341
- vandana.bhagwani@yahoo.com

SKILLS

- Fluent with Applications like SFDC, SAP Concur, Appzen & Workday, Oracle.
- Excellent Verbal & communication Skills.
- Efficient with excel, power point and MS office.
- Strong Ability to understand, grasp situation & develop effective solutions.
- Willing to meet challenges & deliver results in tight deadlines.
- Ability to work with small and large teams as need be it.

PERSONAL SKILLS

- Quick Learner
- Communication Skills
- Problem Solving
- Attention to detail
- Team Player

PERSONAL PROFILE

5+ years in Auditing Business Travel Claims & training on Concur system, handling payment rejections, and resolving PO description & invoice mismatches. 3+ years of expertise in Payroll processing, managing Timecards, Salary changes, Retro pay, and Termination payrolls for various payroll cycles. 2+ years of Property Valuation experience, researching market conditions, collecting field reports, and creating comprehensive final reports. Additional 3.5 months as a SAP Administrator.

WORK EXPERIENCE

PROGRAMMATIC ADVERTISING THEORY & PRACTICAL TRAINING

Adtechademy | May 2023 - July 2023

- Completed a comprehensive 2.5-month training program at Adtechademy, gaining expertise in Programmatic Advertising.
- Proficient in handling PG Deals, PMP Deals, Preferred Deals, and Open Exchange concepts.
- Well-versed in advanced techniques like Attribution Modeling, Data Management Platforms, and Consumer Data Platforms, understanding their diverse use cases.
- Extensive knowledge of DV360 campaign management, having autonomously set up over 40 Insertion Orders spanning Display, Video, and TrueView formats.
- Capable of independently deciphering intricate media plans and executing precise campaign setups.
- Deep understanding of frequency management and budget allocation techniques, optimizing advertising strategies for maximum impact.
- Skilled in Floodlight extraction and successful implementation through Google Tag Manager on live websites.
- Demonstrated analytical capabilities by creating two PowerPoint reports with detailed insights and recommendations for Post Campaign Reports (PCR) of actual campaigns.

P2P ANALYST

AVEVA | May 2021 - July 2023

- Efficiently processing invoices, travel, and expense claims using Concur and Appzen on a daily basis, ensuring compliance with company policies and regulatory guidelines.
- Collaborating with cross-functional teams to validate and approve payments for invoices and purchase orders received in the system (SAP), ensuring smooth and timely payment processing.
- Working closely on tax variance for invoices to verify the correct tax parameters, minimizing errors and potential compliance issues.

VANDANA BHAGWANI

CONTACT

+44-7424646176
+91-9699038341

vandana.bhagwani@yahoo.
com

SKILLS

- Fluent with Applications like SFDC, SAP Concur, Appzen & Workday, Oracle.
- Excellent Verbal & communication Skills.
- Efficient with excel, power point and MS office.
- Strong Ability to understand, grasp situation & develop effective solutions.
- Willing to meet challenges & deliver results in tight deadlines.
- Ability to work with small and large teams as need be it.

PERSONAL SKILLS

- Quick Learner
- Communication Skills
- Problem Solving
- Attention to detail
- Team Player

- Performing monthly process checks and data validation to ensure the integrity of financial tools and ERP system data, maintaining data accuracy.
- Identifying opportunities for process improvements, leading to the creation of standard and Ad-hoc reports, tools, and Excel Dashboards to enhance decision-making processes.

SAP ADMINISTRATOR

Johnson Matthey (UK) | Dec 2020 - Mar 2021

- Creating Inbound and Outbound deliveries for purchase order line items, including Purchase requisitions.
- Managing the entire purchase order cycle, from purchase request to invoice validation and purchase order closing.
- Handling transport and warehouse documents.
- Maintaining records for all Inbound shipments, including reviewing and organizing shipment and entry-related documents from contractors/sub-contractors.
- Ensuring on-time delivery expectations of customers by scheduling a moderate volume of shipments in support of the plants.
- Collaborating closely with warehouses to manage orders and meet the necessary requirements.

SENIOR OFFICER

Wipro Technologies | Sep 2018 - Aug 2020

- Audited Business Travel Claims & provided Concur system training to Johnson & Johnson employees in 28 countries.
- Processed invoices in SAP Concur, ensuring timely payment release.
- Conducted invoice corrections for accurate financial records.
- Expertly managed payment rejections within Concur system.
- Efficiently handled check requisitions & refund checks.
- Served as program administrator for Citi & Amex Bank processes, addressing queries and offering support.
- Issued new credit cards, set credit limits, handled blocking/unblocking, and managed closures.
- Prepared Delinquency reports & proactively notified employees of outstanding balances.
- Performed reconciliations to maintain precise financial data.
- Responsibly closed credit cards for terminated employees.
- Managed various ad hoc/reporting activities, including expense approval, rejection, and generating credit card reports.
- Proficient in SFDC, SAP Concur & Workday applications.

ADVANCED TEAM MEMBER

Aon India Pvt Ltd. | Feb 2015 - June 2018

- Proficiently managed EIB file loads, encompassing Payment and Tax elections for employees, inclusive of complex components such as missing pay, commissions, bonuses, etc.

VANDANA BHAGWANI

CONTACT

+44-7424646176
+91-9699038341

vandana.bhagwani@yahoo.
com

SKILLS

- Fluent with Applications like SFDC, SAP Concur, Appzen & Workday, Oracle.
- Excellent Verbal & communication Skills.
- Efficient with excel, power point and MS office.
- Strong Ability to understand, grasp situation & develop effective solutions.
- Willing to meet challenges & deliver results in tight deadlines.
- Ability to work with small and large teams as need be it.

PERSONAL SKILLS

- Quick Learner
- Communication Skills
- Problem Solving
- Attention to detail
- Team Player

- Seasoned payroll professional with a proven track record of hands-on expertise in successfully delivering multiple payrolls.
- Extensive experience working within a payroll bureau, adept at handling diverse pay frequencies with precision and efficiency.
- Competently handled end-to-end Payroll and Settlement of Inbound and Outbound Integration Validation, both On and Off-cycle.
- Conducted comprehensive research on payment-related matters concerning employees, ensuring accurate and compliant processes.
- Proficiently managed various payroll challenges, including Stop check reissue, overpayments, and underpayments.
- Utilized Workday application to streamline and enhance payroll management processes.

VALUATION SPECIALIST

Altisource Pvt Ltd. | June 2013 - Jan 2015

- Proficiently appraising U.S. properties to prepare them for sale and listing, optimizing their market value.
- Expertly managing listed properties and making necessary value adjustments as required.
- Ensuring swift and efficient loan closures with a strong focus on quick turn-around times.
- Thoroughly evaluating properties in light of current market trends, ensuring accurate pricing strategies.
- Actively contributing to the team by resolving queries and providing valuable insights.

EDUCATION

B.B.I (BANKING & INSURANCE)

University of Mumbai | 2007 - 2010

H.S.C

Maharashtra Board | 2005 - 2007

S.S.C

Maharashtra Board | 2005
