

Regan D'Souza

Thane (W), Mumbai, India | Willing to Relocate

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PROFESSIONAL SUMMARY

Highly skilled Accounts Payable & Procure-to-Pay (P2P) professional with 10+ years of experience in SAP MM/FI, vendor management, GR/IR reconciliation, invoice processing, and shared services operations. Proven ability to reduce backlog, improve accuracy, automate reporting, and strengthen financial controls. Experienced across global regions (EMEA & APAC) with strong analytical, problem-solving, and stakeholder management skills.

CORE SKILLS

- Procure-to-Pay (P2P) Operations
- Accounts Payable (AP)
- Invoice Processing (PO & Non-PO)
- SAP MM / SAP FI
- GR/IR Reconciliation
- 2-way & 3-way Matching
- Vendor & Stakeholder Management
- Advanced Excel (Pivot, VLOOKUP, INDEX MATCH)
- MIS Reporting & Automation
- Process Improvement / Lean
- Data Analysis & Dashboards

PROFESSIONAL EXPERIENCE

Laxmi Organic Industries Pvt. Ltd.

PMO Associate – Procurement, AP Support | Aug 2024 – Present

- Managed PR, PO, GRN, and invoice verification within SAP MM ensuring accuracy and on-time processing.
- Analyzed cost variances and monitored procurement budgets using SAP & Excel dashboards.
- Resolved pricing and GRN mismatch issues, preventing invoice delays and improving AP accuracy.

- Strengthened vendor coordination by tracking deliveries and ensuring compliance with timelines.
- Performed root cause analysis (RCA) to eliminate repetitive procurement and AP discrepancies.
- Supported SAP workflow enhancements including UAT for procurement process automation.

Lloyd's Register Quality Assurance (LRQA)

Senior Invoicing & Accounts Payable Advisor – P2P | Mar 2022 – Aug 2024

- Processed high-volume global invoices with 99% accuracy while ensuring compliance with audit controls.
- Performed PO/GRN matching, resolving invoice discrepancies and preventing duplicate payments.
- Reduced invoice ageing backlog by 35% through proactive resolution of vendor and approver queries.
- Executed GR/IR clearing monthly, improving the accuracy of financial month-end closing.
- Automated AP reporting using Excel & Power BI, reducing manual workload by 40%.
- Enhanced SOPs and implemented corrective actions that significantly improved invoice quality.
- Collaborated with procurement, finance & vendors across EMEA/APAC to ensure smooth P2P operations.

DHL Global Forwarding Freight – Shared Services India LLP

Senior Associate – P2P Operations & SAP MM/FI | Jan 2018 – Feb 2022

- Led end-to-end P2P operations for global regions, ensuring full compliance and SLA achievement.
- Processed and validated large volumes of invoices, reducing backlog by 30% within one quarter.
- Achieved 98% first-time-right accuracy through careful PO, GRN & invoice validation.
- Performed GR/IR reconciliation, identifying mismatches and improving financial accuracy.
- Built automated Excel dashboards reducing reporting time by 40% and supporting data-driven decisions.
- Acted as SPOC for vendor & stakeholder communication, improving issue resolution efficiency.
- Participated in Lean/Six Sigma projects reducing rework by 20% and standardizing P2P workflow.

CERTIFICATIONS

Lean Six Sigma – Green Belt

Procurement Management

Mastering Supply Chain & Logistics

Project Management

Agile Scrum Master

MS-CIT, MS Office Automation

EDUCATION

MBA – SJIMR, Mumbai University (2015) – 60.14%

BMS – Gonsalo Garcia College (2012) – 62.41%

HSC – Thomas Baptista Jr. College (2008) – 63.67%

SSC – St. Augustine's High School (2006) – 66.93%