



Jai Das

Accounts Payable Operations

- A Finance professional with 11+ years of experience having a gamut of knowledge in accounting management, financial reporting, internal auditing procedures and internal control.
- Having an experience of working with multiple organizations, knowing their culture and adapting to the same.
- Excellent interpersonal as well as communication skills, a good team leader and a team player.

Contact

Phone

+91-7339735022

Email

jaidas87@yahoo.com

Address

111, Kaccha Bandha, Purana Amer Road,
Subhash Chowk, Jaipur, Raj 302002

Education

2006
Bachelor of Commerce
University of Rajasthan

2003
Higher Secondary
Veer Sawarkar Sr. Sec. School

2001
Secondary
BNH Sr. Sec. School

Expertise

- MS Excel
- JavaScript, .net, SQL, C++ & HTML

Language

English

Hindi

Bangla

Work Experience

Mar 2021-Jan 2022

IBM India, Gurgaon

Deputy Manager

- Process: Managing end to end operations of the PTP team along with the responsibilities at the previous roles mentioned underneath.
- Team Handling and Management: People manager for a team of 24 professionals, including selection/hiring, objective setting, performance management, coaching/development and training.
- Work Profile:
 - Successfully managed the onsite transition for travel & expense and payments process.
 - Ensuing an atmosphere of learning & development by actively cascading knowledge to the other team members.
 - Responsible for ensuring all the scheduled, expedite payment/VMD and payments queries are met within the designated SLA.
 - Preparation of reports (SLA reports, Daily Dashboard).
 - Proactively participating in streamlining the PTP process.
 - Actively handling client /vendors questions and delivering appropriate solutions at the stipulated time.
 - Interacting with client through mails/conference calls (governance call and fortnightly calls.), inbound and outbound calls on behalf of the team for resolving queries which are raised during the process.
 - Ensuring Quality Checks for Invoice Processing and all the scheduled & expedite payment and making sure every minute errors are rectified before the payment run.
 - Compliance SPOC for entire current account.
- Training and Development: Conduct trainings and one on one sessions with team members.

Jul 2017-Mar 2021

IBM India, Gurgaon

Assistant Manager

- Process: Managed end to end Payments and VMD team.
- Work Profile: Preparation of payments and VMD reports (SLA reports, Daily Dashboard).
- Proactively participated in streamlining the payments and Travel & Expense process.
- Actively handling client /vendors questions and delivering appropriate solutions at the stipulated time.
- Taking care of Quality Check for all the scheduled & expedite payment and make sure all the errors are rectified before the payment run.
- Interacting with client through mails/conference calls (governance call and fortnightly calls.), inbound and outbound calls on behalf of the team for resolving queries which are raised during the process.
- Quality Control: Received 96% quality score during QA conducted by a client at the client location.

Awards

- Best Leader award in IBM Oct'20
- Silver Award for performance in IBM Dec'14
- Summit award for performance in Accenture Sep'12
- Bronze award for performance in Genpact Oct'10

Links

LINKEDIN - <https://www.linkedin.com/in/jai-das-57a677117>

My WebSite - <https://jaidas.github.io/myWebSite/>

ERP Knowledge

1. SAP
2. PeopleSoft
3. Pronto
4. MasterPack
5. Concur

Mar 2013-Jul 2017

IBM India, Gurgaon

Team Lead

- Team Handling & Management: Managed a team of 8 professionals including selection/hiring, objective setting, performance management, coaching/development and training.
- Work Profile: Preparation of helpdesk and travel & expense reports (SLA reports, Daily Dashboard).
- Managed T&E and AP Helpdesk queries & responsible for ensuring all the payments/helpdesk queries are handled within SLA.
- Handling client questions and resolving queries at stipulated time
- Coordination & Communication: Actively engaged co workers in the team to ensure better co-ordination between the team to achieve process efficiency.
- Training & Development: Ensuring an environment of Knowledge transfer within the team. Trained new hires and handled one on one sessions.

Dec 2011-Mar 2013

Accenture, Gurgaon

Senior Associate

- Created New Vendor in Master File/ made changes to the existing database.
- Ensured all the supporting documents like Form 1099 and W-9 to be intact while creating new vendor account in the system.
- Made sure all mandatory fields to be filled correctly on Forms 1099 and W-9 forms received from the vendor and the clients else coordinating vendors/clients to provide complete details.
- Handled vendor queries for status of their invoices and also received Statements via Email and co-ordinated the payment of past due invoices.
- Worked on the invoices which are rejected due to various reasons.
- Pulled reports for Vendor management and sent it to the Manager on a daily basis for audit.
- Audited all the new vendor creation and modification in the system on daily basis.
- Performed quality checks of the email received in the vendor maintenance email box and resolved all discrepancies.
- Prepare Dash board for the entire AP activities on daily basis.
- Run Duplicate Audit Tool (ATCAT) & work on the report.

Apr 2010-Dec 2011

Genpact, Jaipur

Associate

- Resolved queries related to Account Payable (AP).
- Worked on UAP (Unconfirmed AP)- Close or remove open GRN's.
- Trained new joiners and played the role of a SME.
- Processed invoices & contact client to resolve the issues related to invoices.
- Was responsible for month end accruals for NON PO.
- Was responsible for month end accruals reports.
- Ensured deliverables are met as per agreed SLA.