


Nirlep Shah

Contact

nirlepshah@gmail.com
732-783-8305

<https://www.linkedin.com/in/nirleps/>

Skills

Accounts Payable
Microsoft Office Suite
Apex Analytix
Microsoft Teams
HTML/CSS/Data Query Language
GitHub
SAP FICO, SAP Concur
[Bill.com](#)
Technical Writing
Accounts Receivable
Data Analysis
Web Development

Education

Master of Science (MS), Computers and Communication Networks
Politecnico di Torino

Address

Jamesburg, New Jersey

Languages

English, Italian

Certification

- *Full-Stack Web Development, CareerFoundry*
- *Accredited Payables Specialist, Institute of Finance and Management.*
- *Google Data Analytics Professional Certificate*

Experience

- **Bessemer Trust - Bill Pay Analyst**
Mar 2023 -
 - Received, recorded, and processed an average of 500 monthly client bills, ensuring adherence to the firm's policies and procedures.
 - Demonstrated functional communication skills in maintaining regular and clear communication with Client Advisors and internal stakeholders
 - Identified and mitigated client bill payment issues to meet client needs, resulting in client satisfaction.
 - Reached out to clients' vendors on account information
- **Morgan Stanley - Accounts Payable and Procurement Specialist**
Aug 2021 - Dec 2022
 - Coded, keyed, and validated an average of 300 monthly invoices with a high accuracy rate.
 - Conducted call-back verification tasks for vendor payment instructions, resulting in a significant reduction in payment errors
 - Successfully reviewed and approved new vendor setup, ensuring timely and accurate processing of payments.
 - Collaborated with Morgan Stanley business units and the global finance team for AP activities and dispute resolutions.
 - Familiarity with applications like APEX, SMAART, ARIBA, and Source2Pay.
 - Assisted in month-end AP activities and processed suppliers' payment setups.
- **Accenture - Technical Writing & Translation Sr. Analyst**
Oct 2014 - Apr 2021
 - Translated and delivered 50+ project documents, including SOPS, RFPs, contracts, user manuals, system architecture documents, and release notes, facilitating installation, operation, and maintenance of software products and platforms.
 - Led Project Management activities for a team of 15+ resources, coordinating PMO, status calls, and meetings, resulting in timely solutions and project outcomes.
 - Managed Procurement Services, including vendor selection, purchase order creation, invoice follow-up, and monthly governance reporting.
 - Provided support in Sprint Review, Retrospective, Sprint Utilization, bandwidth computing, Sprint planning, and Monthly Engineering meetings as part of agile project management and team collaboration.
- **Hewlett Packard Enterprise - Financial Associate III**
Jul 2010 – Jul 2013
 - Provided Italian language translation support and handled accounts receivable tasks.
 - Managed cash application, reconciliation, and aging reports and investigated payment discrepancies.
 - Assisted in credit control review and resolved invoice and refund scenarios.