

PRIYA MURALI

No 3, VIVEKANANDA NAGAR 2nd MAIN ROAD, PALLIKARANAI, CHENNAI -600100

MOB NO – 9789877324

EMAIL ID – priya.appu.icwa@gmail.com

SUMMARY

Accomplished Accounts Payable Team Lead with a high degree of professionalism and strong problem-solving capabilities. Maintained 100% accuracy in meeting deliverables on SLA activities. Proficient at vendor management and thrived in challenging and fast-paced environments. Dedicated to provide current state of account reports to inform cash flow management decisions.

HIGHLIGHTS

- Vendor Management
- Regulatory compliance
- Bank Reconciliation
- Reporting Compliance

EXPERIENCE

Senior Specialist/Team Lead

Mindsprint, Chennai

July2020 – Oct 2024

- Perform supervisory Full-Cycle Accounts Payable procedures.
- 3 Way matching of PO invoices, ensuring proper approval in quantity and pricing.
- Communicate with suppliers to ensure a high level of customer service.
- Assist with investigating issues and working with other departments on finding a solution.
- Perform expense reports, weekly EFT payments, daily check run and remittance advice.
- Monitor and direct the work of six junior and mid-level clerks.
- Reconcile vendor statements and respond to queries within TAT.
- Perform daily batch audit reviews.
- Review, assemble, input, and supervise credit card statements, employee expenditure records and incoming bills for the required documentation before payment is made.
- Ensure coding for the befitting expense accounts.
- Work together with account directors and heads of departments to obtain consent on appropriate expenses.
- Work as a connection between branch and corporate accounts units.
- Maintain all vendor accounts precisely and ensure accurate and complete information is tracked.
- Obtain and validate invoices for suitable authorization and documentation approval.
- Ensure good working relationships with vendors and acknowledge queries.
- Assist with mails, vendor creation and implementation of accounts payable process and procedures. To review monthly lease and rent recurring charges incurred by branches and pay them via check accordingly without any delays.

Regional (SME) Subject Matter Expert

HCL Technologies - Chennai

Apr 2018 – Apr 2020

- Prepare, maintain and update Standard Operating Procedures.
- Prepare payment proposal and execute payment every day on time
- Manual payment to critical vendors is done as per due date.
- Train the newcomers with adequate process knowledge and develop them on professional skills.
- Ensure the Accounts Payable month end close process is completed timely and accurately.
- Conduct monthly travel GL account reconciliation by coordinating with other Departments.
- To pass accrual entries for un-submitted credit card transactions.
- Enforce and comply with the documented internal controls.
- Establish goals and administer performance reviews with direct reports.
- Front faced the clients with a problem-solving attitude.
- Implemented ideas/changes within the process and reduced the manual work.
- Provided accurate quarterly dashboards on SLA & KPI on employee's travel related processes.
- Intervened myself in daily activities wherever required, and placed automated processes therein.

Junior – Senior Process Associate

Agility Logistics (GIL SHARED SERVICES)

Nov 2013 – Apr 2018

- Efficiently processed vendor invoices and maintained an up-to-date system.
- Coded the general ledger and processed vendor invoice payments.
- Renegotiated payment terms with more than 5000 suppliers.
- Rectified the escalated accounts payable issues from employees and vendors.
- Developed tracking reports to inform management on the due and past due invoices.
- Resolved open invoices and issues with vendors.
- Perform Quality check run
- on processed invoices.
- Prepared and sent daily direct reports.
- Prepared weekly payment file for all suppliers based on the Cash Flow forecast provided by the treasury team.
- Responsible for making credit card payments based on the urgent requests from branches.
- Responsible for issuing brokerage & commission invoices to the suppliers, who do fix agility with a certain brokerage percentage.
- Accounting all the cash inflow of brokerage invoices and submitting reports to the AR team.
- Performing a high-end activity of analyzing the unreconciled, voided, uncashed checks and wires.
- Responsible to initiate all EFT and check transactions to critical suppliers on fixed time intervals
- Performed GL coding and posting activities in oracle as part of non-PO process.
- Performed reconciliation and payments activities for Ocean suppliers i.e., Maersk, CMACGM, etc.,
- Trained two junior staffs in reconciliation and non-PO process.
- Part of United States Oracle migration process (R12).

ERP

- SAP -S4 Hana
- SAP ECC- Version 6.0
- Concur
- Oracle R12 Version
- ECM (Enterprise content management)
- Service Now

TRAININGS ATTENDED

- Power BI and Azure
- SQL
- Lean six Sigma
- Creative thinking &
- Customer focus
- Training on FMEA

REWARDS AND RECOGNITIONS

- Extra Miler Award for Q3 2023 and Q2 2024
- Best Team Award for Q2 2023
- Freeze the customer award for giving best service in Q2, 2020
- "Extra miler award" for giving best customer service in Q1, 2018.
- "Customer Delighted Award" for Q2 2019
- Six Sigma "Yellow Belt" certified for implementing a process improvement idea to improve the process quality.
- Recognized as one of the best individuals as part of submitting idea in FMEA (Failure mode effective analysis)

EDUCATION

Master degree in Finance & Accounting	2015
Bachelor Degree in Corporate & Accounting	2013

PERSONAL STRENGTH

- Problem-Solving
- Resilience & Persistence
- Adaptable & Flexible
- Analytical Skills.
- Self-Motivated & Disciplined

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge
