

Muskan Kumari

New Delhi, India | 8084244107

muskankumari200123@gmail.com

WORK EXPERIENCE

Business operations Associate

Concentrix Daksh India Pvt. Ltd.

June 2021 to September 2022

Dedicated Accounts Payable Associate experience in managing accounts payable operations, ensuring accurate and timely processing of invoices, payments, and expense reports. Proficient in invoice validation, vendor communication, and month-end closing procedures

Accounts payable coordinator

Web help India Pvt. Ltd./ concentrix

September 2022 to July 2024

Accounts Payable Associate experience in high-volume invoice processing, vendor management, and reconciliation. Demonstrates strong command over accounting best practices and AP processes, including matching invoices to purchase orders, validating payment terms, and ensuring timely disbursements. Skilled at working in fast-paced environments, delivering month-end close support, and assisting with internal and external audit requirements.

Accenture

Business advisory associate

Highly organized and process-driven Procure-to-Pay (P2P) Associate hands-on experience in managing and optimizing the end-to-end P2P cycle with creating PO. Proven track record in handling high volumes of procurement and invoice transactions while ensuring compliance, accuracy, and timely execution of payments.

PROFESSIONAL SUMMARY

Detail-oriented and efficient P2P Associate with [4] years of experience managing end-to-end procure-to-pay processes. Skilled in creating PO,PR, buying center, invoice processing, purchase order matching, and reconciliation. Adept at ensuring compliance with procurement policies, optimizing procurement cycles, and collaborating cross-functionally with procurement, finance, and vendors. Proficient in ERP systems such as SAP, OCR, Brainware, SynOps . Known for accuracy, timeliness, and a proactive approach to resolving discrepancies and improving process efficiency.

Validating PR details, converting approved PRs to POs, ensuring alignment with contract terms, pricing, and delivery conditions.

- Handling non-PO and PO invoices, performing 2-way/3-way match (Invoice-PO-GRN), and routing exceptions for resolution.

Tools & Systems Expertise:

- **ERP Systems:** SAP , Brainware, OCR

Procurement Suites:Ariba, SynOpS

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SKILLS & PROFICIENCIES

P2P, Invoice processing, Invoice discrepancies, payments runs, adhering SLAs and KPIs, Compliance framework, Analytical Thinking, Attention to Detail, Communication skills, Vendor and requestor Interaction, Problem-Solving, multitasking.

EDUCATIONAL BACKGROUND

Ranchi University

Ranchi, Jharkhand
Bachelor's Degree in B.Com Accounts
Honors (P)2022 81%

Cambrian public school

Ranchi, Jharkhand
Senior Secondary, Commerce 2019
84%

Cambrian public school

Ranchi, Jharkhand
Secondary, 10th
2017

CERTIFICATIONS

Financial Modeling And Valuation

IIM SKILLS

DCA tally

ACHIEVEMENTS

Received 'STAR AWARD' for Best Performer
Received Multiple 'RNR'
ENCORE AWARD