

Shreya Gaur

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Career Objective

- *Seeking a role, where I will be able to apply my skills by making a difference through quality, with strict adherence in achieving the organizational goals.*
- *To join an interactive organization that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.*

Professional Experience

Infosys BPM Ltd. (January 2017-present)

Roles:

Subject Matter Expert, P2P Concierge (Accounts Payable) (2021-present)

Sr. Accountant, Finance & Accounting domain (2019-2021)

Currently working with P2P (procure to pay) Concierge Accounts Payable team for Rio Tinto, Canada & US region (2019-present)

Process Executive, Finance & Accounting domain (2017-2019)

Worked as process executive with Finance & Accounting team in Print media process Boston Globe Media Partners, US region (2017-2019)

Responsibilities:

- Responsible for client's accounts payable functions such as resolving client's procure to pay critical queries, ensuring timely invoice processing and payment release in SAP, client's account statement reconciliation, vendor account management.
- Responsible for process transaction monitoring (auditing) and managing deadlines.
- Publishing monthly Billing report and discussing best practices in Fortnightly client calls.
- Handling client's Procure to Pay activities and escalations.
- Preparing daily service level agreement (SLA) reports
- Training team and managing team's tasks as per process SLA.
- Responsible for publishing Monthly Dashboards for Business and Clients
- Responsible for process knowledge assessment of team and updating SOPs.

Academic Qualifications

- MBA (Finance & Marketing), Biyani Institute of science & management, Jaipur (2017)
- M.Com (EAFM), Rajasthan University (2018)
- B.Com, University of Kota (2014)
- Passed 12th CBSE in 2011

Computer Proficiency

- Basic Computer skills, well versed with MS Office
- Worked on Software: SAP, CITRIX, PBS (Publication Business Solution), QCS (Quality Control System), Tally, CMS (Credit Management System).

Certifications & Organizational trainings

- Certified in Retail Banking, HDFC Bank
- Certified in Internet/Online Banking, ICICI Bank
- Participated in workshop on Management & Leadership skills
- Participated in workshop on creative Learning & Design Thinking
- Certified in organizational level T-100 Accounting and Digital training.
- Participated in workshop on Customer Orientation & Cultural Sensitivity
- Certified in Process Transaction Monitoring

Skills & Competencies

- Analytical thinking
- Effective communication
- Team management
- Problem solving
- Leadership
- Self-Driven

Achievements

Organizational level awards & Recognitions for top performance, Infosys BPM Ltd.

Personal Details

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|-------------------|--------------------------|
| ▪ Date of Birth | 11-09-1994 |
| ▪ Gender | Female |
| ▪ Nationality | Indian |
| ▪ Languages Known | English & Hindi |
| ▪ Interests | Travelling and Exploring |

I hereby declare that information provided by me is correct as per best of my knowledge.

(Date)

(Shreya Gaur)