

SREENIVASAN.VC

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CAREER OBJECTIVE

With 2yrs (Oct 2016-present) years of progressive experience in driving Accounts payable Operations (SAP).To set standards of exceptional customer services by being a driving force for the team thereby ensuring organizational and individual goals are achieved.

PROFESSIONAL EXPERIENCE**Maersk Line – Analyst (October 2016 to Till date)****Responsibilities:**

- Approving Purchase orders and Manual releasing workflows.
- Verifying blocked invoice with contract and Internal systems.
- Maintaining the vendor relations to avoid escalation and ensuring smooth operations from vendor.
- Responsible for debit balance clearance and bank reconciliation to maintain crystal clear financial books.
- Responsible for clearing the overdue payments of vendor account through critical and accurate reconciliation.
- Process 2 way PO matching invoices utilizing the designated Finance accounting system.
- Preparing Workflow Monitoring Report for Each day in order to action and clear the workflows and make the payment to vendors on time.
- Trained new employees and managers on A/P systems and policies. Maintained and updated vender files.
- Monitored accounts with 300+ vendors. Responded to vendor payment inquiries. Investigated pricing discrepancies.
- Preparing audit reports and sending it to the concerned locations. Ensured payments (invoices, expense reports and check requests) for locations were processed in a timely and accurate manner.
- Created reports and spreadsheets for vendors and consultants.
- An intermediary between Vendor & Finance Department, Creation of Purchase Orders based on the Vendor & services provided with the receipt of Pre-Description through SAP (Systems Applications and Products for data Processing)
- Verify and process vendor invoices, Credit Note and payments within due date.

Training Underwent:

- SAP and SRM application knowledge.
- E-mail Etiquette.

Achievements:

- Received “Admirable Appreciation Mails” from Management for contributing several Process Improvements and value addition to the existing process.
- Awarded Zero D for monthly error free process.
- Received “Extra mile” award twice in Maersk for process improvement ideas.
- Awarded as ‘Champ of the month’ for exceeding the expected production.

COMPUTER PROFICIENCY:

- SAP 7.30 MM Module and FI Module ERP
- Documentation Tools: MS office , Mainframe (IBM)

EDUCATION:

Course	Stream	College/university	Year of Passing	%
MBA	Finance	JNTU, Anantapur.	2012	70
GRADUATION	B.Sc	SV University, Tirupathi.	2008	64
INTEMEDATE	Bi.p.c	SriChaitanya Jr.College,	2005	80
X	CBSE	Kendriya Vidhyalaya II	2003	65

DECLARATION:

I declare that the information I have provided in this application form is, to be best of my knowledge and belief, correct and complete.

Date:**Place:***(VC Sreenivasan)*