

NILESH GOPAL BIDRI

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CAREER OBJECTIVE

An enterprising, reliable and technically skilled known for accuracy, attention to detail and timeliness in managing accounts payable functions for diverse industry employers having experience of 3+ years in outsourcing industry & shared service centers, is looking for a challenging post in growing organization.

KEY SKILLS

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|---|---|
| • Accounts Payable Processes & Management | • Employee Travel & Expense Reimbursement |
| • Invoices/Expense Reports/Payment Transactions | • Journal Entries & General Ledger |
| • Spreadsheets & Accounting Reports | • AP Query Handling |

PROFESSIONAL EXPERIENCE

I have 3+ years of professional experience of working in accounts payable in similar kind of job profiles with the below two companies.

❖ **AXA Business Services Private Ltd.**
Accounts Payable - Specialist
March 2014 to Present

❖ **Infosys BPO Ltd.**
Accounts Payable – Process Executive
Aug 2012 to Apr 2013

Handled daily A/P processes; supervised A/P clerks; oversaw the timely, accurate processing of invoices, purchase orders, reimbursement of employee expense reports, credit memos and payment transactions. Addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Key Responsibilities:

- Process supplier invoices and credit notes.
- 3/2 way matching of invoices to open Purchase Orders/Contracts per SLA (Service Level Agreement) deadlines.
- Analyse purchases by expense type to code the invoices to correct cost centre and GL Accounts.
- Responding to the queries raised by the On-Shore team and Vendors regarding the payments.
- Monitor & clear all queries and requests to the AP mail inbox on a regular basis throughout each day to ensure all queries are answered within the agreed 24 hours SLA.
- Working on Employee Travel & Expenses (T&E) reimbursements.
- Reconcile supplier accounts and resolve differences.
- Month end close co-ordination. Review all close documents and ensure accuracy of the payables data prior to close.

EDUCATION

Particulars	Year Of Passing	School/College	Board / University	Percentage
M.B.A. Finance	2012	Marathwada Mitra Mandal's College Of Engineering, Karvenagar, Pune.	University Of Pune	56.28
B.Com	2009	Modern College of Art, Commerce, Science, Shivajinagar, Pune	University Of Pune	60
H.S.C	2006	Modern College of Art, Commerce, Science, Shivajinagar, Pune	Maharashtra State Board, Pune	63.83
S.S.C	2004	New English School, Ramanbaug, Pune.	Maharashtra State Board, Pune	73.60

TECHNOLOGY SUMMARY

• PeopleSoft • Ariba • Concur • Lotus Notes • Windows (all) & MS Office (Word, Excel, PowerPoint)

PERSONAL DETAILS

Date of Birth: 16th June 1989
Marital Status: Unmarried
Self-Analysis: Enthusiastic and always looking forward to learn new things.
Hobbies: Listening to music, Photography.
Languages Known: English, Marathi & Hindi.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the same.

Thank you.

Nilesh Gopal Bidri
