

PREETI YADAV

SAP S/4HANA – Accounts Payable / Finance Associate

Ghaziabad, Uttar Pradesh

+91-9599759495

preeti.ydv521@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Finance and Accounts professional with **5+ years of experience** in billing operations, vendor accounting, invoice processing, and financial reconciliation. Hands-on experience aligned with **SAP S/4HANA Finance (FI – Accounts Payable)** processes including vendor invoice posting, reconciliation, reporting, and audit support. Proven ability to manage high-volume transactions with accuracy, ensure compliance with internal controls, and support month-end closing activities.

CORE SAP & FINANCE SKILLS

- SAP S/4HANA – Finance (FI – AP)
- Vendor Master Data Management
- Vendor Invoice Processing (MIRO / FB60 – process-aligned)
- Invoice Verification & 2-way / 3-way Matching
- Vendor Reconciliation & Open Item Clearing
- Payment Processing (F110 – process knowledge)
- Bank Posting & Clearing
- Journal Entries, Debit & Credit Notes
- Month-End Closing Support
- SAP Standard Reports (Vendor Balance, Aging, Invoice Status)
- Audit Documentation & Compliance

PROFESSIONAL EXPERIENCE

Process Associate – Computer Operator

UPPCL (Uttar Pradesh Power Corporation Ltd.)

2019 – Present

- Performed **vendor invoice processing and billing validation**, ensuring accuracy and compliance with organizational policies.
- Maintained and updated **vendor-related master and transactional data** across internal systems, aligned with SAP AP concepts.
- Executed **invoice verification**, including cross-checking bills against supporting documents (POs, service details, consumption data).

- Handled **billing revisions, debit notes, and credit notes** for correction of discrepancies.
- Managed **vendor reconciliation**, identified open items, and resolved mismatches through systematic follow-ups.
- Generated **operational, billing, and error-monitoring reports**, supporting finance reviews and audits.
- Assisted in **month-end activities**, including data finalization and reconciliation support.
- Coordinated with internal departments and external vendors to **resolve invoice, payment, and documentation issues** within SLA timelines.
- Ensured **proper documentation, data security, and audit readiness** for financial records.

EDUCATION

Bachelor of Arts

Chaudhary Charan Singh University, 2021 – **54%**

Class XII (PCB) – UP Board, 2018 – **60%**

Class X (Arts) – UP Board, 2016 – **72%**

TECHNICAL SKILLS

- SAP S/4HANA (FI – Accounts Payable – Functional Exposure)
- Microsoft Excel (VLOOKUP, Pivot Tables, Data Validation)
- Microsoft Word
- Microsoft PowerPoint
- Oracle (Basic Exposure)

LANGUAGES

- English
- Hindi

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.