

PREETI YADAV

SAP S/4HANA – Accounts Payable / Finance Associate

Ghaziabad, Uttar Pradesh

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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
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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.
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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)
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LANGUAGES

- English
 - Hindi
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DECLARATION

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