

Looking for an opportunity to work with a progressive and result oriented organization that will provide a platform to utilize my skills and capabilities to the fullest. Take on challenging assignments and responsibilities and to help in the process of organizational growth.

**PROFILE SNAPSHOT**

- Result driven professional with 3+ years of experience in Accounts payable process. Recently associated with Dufry Business Services LLP as Junior Accountant for APAC Regions for Invoice Processing, Internal Audit and Query Management.
- Successfully managed 2 offshore migration of process for Invoice processing, Travel and Expense Claims, Month end activities, intercompany transactions.
- Rewarded as the Best Rising Star of AP team for the year 2021.

**CORE SKILLS**

◆ Process Transition / Migration ◆ Accounts Payable ◆ Vendor Management ◆ Month end Activities ◆ Employee Travel and Expense and Re-imbursement ◆ ERP – SAP, BASWARE and Oracle ◆ GR-IR ◆ Payment Activities

**CAREER CONTOUR****Dufry Business LLP:**

Designation - Junior Accountant

Period - 08.10.2020 – 10.12.2021

Roles & Responsibility-

- Processing PO & Non-PO invoice, Credit memo, debit memo, etc
- Handling Query management and Generic mails
- Discrepancy management
- Processing Consignment Invoice
- Downloading invoices from vendor portal
- Handling Destruction and RTV(returns to Vendor)
- GR IR clearing
- Monthly GL reconciliation
- Handling Multiple Location process
- Preparing Weekly pending Invoice reports for all the locations
- VMD
- Follow-ups with Vendor/CFT for pending Invoices
- Knowledge on payment activities.
- Training the new hires and creating an opportunity for their skill enhancement.

Conduent (Xerox & ACS):

Designation - Senior Accounting Associate.

Period - 19.05.2019-05.10.2020

Roles & Responsibility-**Accounts Payable (P2P)**

- Processing PO & Non-PO invoice, Credit memo, debit memo, etc.
- Handling Vendor/requestor call and Mail in generic mail.
- Experience in handling Modify, Duplicate, Reject, No routing Information, vendor Repair, zero dollar, Send back to vendor, Ariba return to vendor, Ariba No Route Queue.

- Processing Non-PO Invoice in APWF and PO invoice in Oracle JD Edwards (Voucher Matching).
- Requesting Approval, Cost center details from requestor, Business head for Non-PO and PO invoice processing.
- Sending Invoice copy to Scanning team.
- Sending Weekly Payment or UTR number details to vendor
- Processing UK invoices
- Handling weekly calls and discussions (Due and pending documents)

Capgemini business services Pvt. Ltd.

Designation - Accounting Associate.

Period - 25.4.2016-30.06.201

Roles and responsibilities:

- Responsible for transaction processing and meeting the daily required productivity target.
- Verification and processing of invoices: supporting with PO, terms and condition (Three-way match) and Non-PO invoices.
- Daily/weekly/monthly reporting to management.
- Preparing of reports of aging, productivity, invoice status and pending allocation reports.
- Perform Manual audit on the transactions processed. I.e. Auditing Purchase order Invoice, Non Purchase order Invoice, credit memo.
- Re-check on rejected documents & have appropriate action or resolution in place for smooth work.
- Record & manage any invoice exception including escalation as appropriate.
- Proactive queue management, ensuring no aged items pending for processing or aged invoice pending for discrepancy resolution/ approval.
- Query management-Respond & resolve-Client and supplier queries through email.
- Training the new hires and creating an opportunity for their skill enhancement.



SCHOLASTICS

- BCOM – Mangalore University, Government First Grade College, Kota(2012-2015)
- PUC – Madani PU College 2010-2012
- SSLC – Government Higher Secondary School, Kasaragod-2010



IT SKILLS

ERP: SAP, Ariba & JDE Oracle
 Workflow Application: Basware, APWF & Bopen
 Other System: MS Office



PERSONAL DETAILS

Date of Birth: 06th March 1995
 Nationality: Indian
 Languages Known: English, Kannada, Malayalam and Hindi.
 Passport Number: R7120443



DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and Belief.

Place:

(Ashil)