**TAPAJYOTI THAKUR**

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An enthusiastic and high-energy driven professional, targeting managerial assignments in Accounts Payable and Team Management with an organization of repute

ǁ Profile Summary

* A result-driven professional with over 7 years 6 months of experience in SAP ( Accounts Payable ) and Team Management
* Managed daily Accounts Payable (AP) processes; managed vendor relations; supervised the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
* Successfully worked on SAP for processing invoices in Non-PO and PO invoice through SAP.
* Pulling of reports through SAP for different Process related activities.
* Worked in PLM for resolving queries from Customers.
* Attending Daily calls both with clients and Management.
* Augmented operational efficiency, drove new systems implementation, managed project financials, negotiated with banks & other authorities for securing sanctions & clearances
* Impeccable record of motivating teams that excel in delivering business value with high morale & low attrition; recruiting, leading, training & monitoring the team members for maintaining excellence in the service operations
* Skills in executing the month-on-month office functions as per department’s Standard Operating Procedures and supervising the overall SLA operations
* Sign language Trainer .

ǁ Key Skills

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| Accounts Payable (AP) | Reconciliation  | Sign language  |
| Invoice Processing | Quality/ SLA Management | Performance Management |
| Helpdesk Query  | Continuous Process Enhancement | Team Building & Leadership |

ǁ Work Experience

Since Aug’14 with Genpact India Pvt. Ltd., Gurgaon as Management Trainee (Accounts Payable)

Key Result Areas:

* Currently managing a team of 20 members; trained 5 physically challenged members for the Account Payable process in SAP to them with the help of Indian sign language
* Creating and managing invoice coding spreadsheets that includes pivot tables to be entered in ERP
* Managing the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers
* Ensuring the smooth running of the Accounts Payable Department
* Supervising the month-end closing process and reconciliation of ledgers
* Ensuring that the Accounts Payable team replies to all queries in a timely manner and that all queries are dealt with correctly
* Preparing and forwarding fortnightly/ monthly reports and analyses to key senior managers in the business
* Developing and maintaining processes and systems for efficient processing of vendor invoices
* Resolving issues with vendors, including past due and/or disputed invoices by research and communication within the company and the vendors
* Managing workflow to ensure that all transactions are processed accurately and timely
* Responding to and effectively resolving escalated issues from employees or vendors regarding Accounts Payable (AP)
* Setting out in-house quality standards and ensuring high-quality deliverables while adhering to the SLAs
* Developing competency among the team members; managing appraisal process across the levels; conducting interviews to recruit the right talent & resources

ǁ Previous Experience

Nov’12 – Nov’13 with Advanced Technology Labs, Kolkata, West Bengal as Junior Software Developer

ǁ Education

* B.Tech. in Electrical & Electronics Engineering from Bengal College of Engineering and Technology, Durgapur in 2011

ǁ Personal Details

Date of Birth: 27th October 1988

Languages Known: English, Bengali & Hindi

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