

## **Experience:**

### **QX Global Services LLP**

#### **Accounts Payable Specialist**

**October 2017 - Present**

- Processed on average **500 invoices/month** averaging around **£0.6 million** in Yardi Voyager.
- Handled vendor payments and client reimbursement requests ensuing to meet strict deadlines.
- Ensured Journal entries and Ledger postings are done accurately for month end reporting activity.
- Worked on identifying complex invoices which impacted on payment of invoices to the vendor.
- Implemented ideas on invoice processing task which resulted in saving processing time by **5 minutes/invoice** thus saving manpower time by **180 minutes/day**.
- Ensured payments and refunds related to vendors were done on timely and accurate manner.
- Reconciling Vendor accounts with Client's data ensuring all payments are accounted for, thus reducing chances of any discrepancies.

### **Accenture Solutions Pvt. Ltd**

#### **Process Associate**

**April 2015 – February 2017**

- Performed Quality checks on bank transactions for around **\$50m**.
- Handled client calls and ensured changes in procedure is updated in work manual.
- Handled daily huddle activities ensuring SLAs are met on time.
- Assisted colleagues on KPI activities ensuring accuracy of data during internal audit.
- Supported colleagues on task like Lockbox service, Collateral securities, ATM frauds etc.

## **Skills:**

- Tally ERP 9
- Vendor Management
- Cross Functional Collaboration
- Vendor & Bank Reconciliation
- Accounts Payable processing & Management
- Quality Analysis

## **Certification:**

SAP FICO (End User & Implementation)

## **Academics:**

- Master of Business Administration in Finance  
D.G. Vaishnav College, Chennai
- Bachelor of Commerce in Corporate Secretary  
D.G. Vaishnav College, Chennai

## **Activities & Achievements:**

- Awarded Incentive bonus on completing tasks on record time and supporting on colleague's tasks even during deadline hours.
- Participated in 5S & Kaizen activity, initiated by college authorities giving an insight of how it is being used in field work.