

**ANANTHA L N**

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Manager | Finance | Growth Oriented Organisation

PROFESSIONAL PROFILE

- A systematic & solutions driven professional with over 11+ Years of multi-dimensional experience in transitions, operations and reporting.
- A Graduate in Commerce was associated with **Genpact** as Manager for Global; Accounts Payable Process.
- Demonstrated dedication to innovate process improvements that positively affect company profitability.
- In-depth exposure to a wide spectrum of functions, along with management capabilities and organisational ability.
- Target and achievement oriented with an ability to take up challenges.
- Strong planning and execution skills along with a systematic approach.
- Personal qualities include: Commitment, hard working and focus on quality work.

COMPETENCIES

Planning & allocation
Knowledge management

Process & transition projects
Customer relation interaction

Resolve process related issues
Team management

KEY INITIATIVES, ACHIEVEMENTS & RECOGNITIONS

Capgemini Business Services Pvt. Ltd

- Handled team of 16 members with end to end activities (VMD, Processing, Payments, T & E, MEC, Reconciliations. etc.) of Accounts payable process for Americas region.
- Successful transition for Sweden, France, Italy, Spain, Poland & CZ

ANZ Services Pvt. Ltd

- Received "Best Team" award for the month of Nov, Dec 2009 & Mar 2011.
- Received "Special" award in the month of Feb 2011.
- Recognised as "Best consistent (Accuracy) Performer" for the month for Jan 2010, Feb 2010 & Mar 2010.
- Awarded as "Lieutenant" (for maintaining 100% Quality) and "Carnal" (for maintaining more than 99% Quality) consecutively for 3 months, Jan 2010 – Mar 2010.
- Recognised as "Star Performer" of the month May 2009.

Accenture Services Pvt. Ltd

- Recognised as "Star of Quarter" for the period of Nov 2008 - Dec 2008.
- Received 2 "Spot Award" for delivering over 100% efficiency.
- Rewarded with an "Instant Award" and a Certificate of Appreciation by clients for contribution to the team performance.
- Rewarded with a Certificate from Service Delivery Lead (SDL) for "Consistent Performance".

WORK EXPERIENCE

Genpact India Pvt Ltd (Hyderabad)
Manager - Global Accounts Payable Process**Aug 2018 – Till Date**

- Handling team of 20+ members for Invoice processing & Vendor reconciliation process
- Within span of 2 months took major activities of Accounts payable process reporting activities
- Regular basis reporting to top management of client and taking care of SLA, KPI of Processing, Payments, Vendor Management activities

- Prepared processing documentation and supporting documents
- Prepared checklist for invoice processing and implemented better ideas
- Vendor Recs:
 - ➔ 80% of Spent analysis prepared based on the same Vendor recs team requesting with vendors for outstanding invoices details
 - ➔ Based on ERP and workflow records comparing with vendor statement and providing the actual status to vendor
 - ➔ 4 follow ups in a month (Email and calls)
 - ➔ Increase in POT %
 - ➔ Cross Training for more than 10+ markets
 - ➔ Key in migration from JDE to SAP ERP for NAC Market
 - ➔ Ensured to meet expectation of clients

Capgemini Business Services (I) Ltd.

Sept 2013 – Aug 2018

Team Lead - Global Accounts Payable Process

- Successfully covered end-to-end AP activities for 2 entities during onsite transition in Sweden and the same knowledge cascaded to team members.
- Within in a year I was sent to another onsite transition in Italy & France and same was downloaded to team members effectively
- Highly demonstrated in planning and forecasting future contingencies.
- Setting goals based on grades and conducting with regular one on one to the team members.
- Prepared processing documentation and supporting documents
- Prepared checklist for invoice processing and implemented better ideas
- Successfully implemented Kaizen (Ideas).
- Handling team of 14 members on various layers of AP Streams (VMD, payments, Invoice processing, T and E & service Desk) for US and Canada region
- Supporting GA team during month end by booking AP ICM invoices, JE's posting, Accrual report
- Supporting GA team for Validation of JE's during Month end Close.
- Implemented better controls for avoiding duplicate payments and prepared few templates for processing invoices effectively
- Handling calls with SME & Global Leads for having better control and often proactive communications.
- Creation and modification of vendors and reporting the monthly volume as part of KPI's.
- Prepared AP dash board (Quality check report, production report, weekly volume and 5 Major errors on a weekly basis and same will be shared to the clients
- Associated with CLICK project – Client awareness session.
- Leading Travel and Expenses team – Concur application for Travel and Expenses, Reporting, auditing, Review & Approving the expense report

Hewlett-Packard Pvt. Ltd

August 2012 to Mar 2013

Financial Analyst - Accounts Payable End to End Process (AOL Process) and Intercompany process

- Handling end to end activities for AP Process related to United Kingdom, Spain, Netherland, Italy, Denmark, Norway, Luxembourg with T & E
 - ➔ Vendor & Employee Payments
- Bank Postings.
- AP Reconciliation of 7 Entities.
- Handling Queries related to complete process.
- Month end activities.
- Intercompany activities**
 1. Accounting of Intercompany payable invoices.
 2. Settlement of intercompany payments through netting module
 3. Accounting of netting statements
 4. Matching of intercompany transactions

ANZ Services Pvt. Ltd

Aug 2009 to Jan 2012

Senior Analyst - Global Accounts Payable Process

- Meeting the defined turnaround time (TAT) for all invoices processed.
- Meeting client and OPS SLA on time.
- Maintaining AOM (Active Operational Management) data for team.
- Processing payable invoices (Payment Authorization Form – PAF) related to Australia region (PO and Non-PO).
- Handling entire central billing process individually.

- Handling and resolving process related escalations, central billing queries / follow-up cases and taking necessary steps to prevent their occurrence.
- Handling mails related to generic mail boxes and resolving issues
- Clearing vendor liability cases/risk issues and putting controls in processing.
- Liaising with coders and approvers (Business Unit).
- Logging case to related team on invoices which are pending to process.
- **Asset Management role:**
 - Portfolio Construction & Positioning
 - Monitoring of the key developments of economy
 - Develop good understanding with asset class team.

Human Resource Management:

- Screening: Process of reviewing a person to go to the next step
- Onboarding process
- Updates HR spreadsheet with employee change requests and processes paperwork.
- Assists with recruitment and interview process.
- Schedules meetings and interviews as requested by HR Manager.

Projects

- Involved in Adobe and Captivate simulations.
- POT (Payment on time to vendor).
- Initiation of Customer survey for AP monthly.

Thomson Reuters India Pvt. Ltd

Jan 2008 – Aug 2009

SAP (AP Processor) - Global Accounts Payable Process

- Processing of payable invoices.
- Handling and resolving process related escalations and taking necessary steps to prevent their occurrence.
- Handling mails related to generic mail boxes and resolving issues.
- Individually handled Quality Check process for US, EMEA regions with check sheets
- Working closely with the team lead and supporting the team during crisis or additional workload
- Ensuring timely delivery of service deliverables
- Demonstrating managerial skills and problem-solving techniques when required.
- Preparing AP index tool, converted into excel files, (user define).

SAP Testing Analysis

- Working on SAP backend testing.
- Weekly schedule calls with SAP Factory people.
- Working on invoices on holds.
- Releasing MRBR invoices daily.
- Supporting payment teams by updating mandatory fields in SAP system (Payment reference number for EMEA Region) especially when payment batches scheduled.

Accenture Services Pvt. Ltd

Nov 2005 – Jan 2008

SAP (AP Processor) - Global Accounts Payable Process

- Part of team processing 5000+ paper invoices, 320 payment runs, 69 account reconciliations a7 2000+ queries in a month.
- Ensuring SLA of paying 95% of invoices on time and the TAT included processing invoices within 2 days of scanning and responding to queries within 1 day.
- Tracking AP Disbursements and CFS (Citibank Financial Services).
- Handling vendor maintenance process (Maintaining and updating records of suppliers).
- Handling month-end processing and closure of AP under 11i
- Working closely with the team lead and supporting the team during crisis or additional workload.
- **Sarbanes-Oxley (SOX) Documentation:** Updating the procedures of control points for direct debits, invoice on hold, prepayments, urgent payments, AP-AR refunds, month-end processing including reconciliations, AP P-card, P2P generic mailbox, daily metrics of vendor maintenance, Status of working folder, etc.
- Ensuring timely delivery of service deliverables and compliance with client's policies and practices.

COMPUTER SKILLS

Application Software	:	MS Office, Tally-6.3
Others	:	SAP, Oracle 11i, 11 and 10.7 Financials, People Soft, Aurora, Formula, System21, SAP SAT, SAP Walter, Movex.

TRAININGS ATTENDED – ANZ Services Pvt Ltd

- AOM (Active Operations Management) – Accreditation Level 2.
- Stakeholder Management.
- Development Centre trainings (Creating problem solving and decision making, First Time leader, Coaching and Feedback, Client service excellence)

EDUCATION

2005 B Com, Basaveshwara First Grade College, Bangalore University

ADDITIONAL ACTIVITIES

- Won 3rd prize in Cricket Event held by Accenture.
- Participated in team outings & cultural activities.
- Volunteered for National Assessment Accreditation Committee (NAAC).
- Runners up prize in Cricket event held in Capgemini.

PERSONAL DETAILS

- Date of Birth: 23/01/1985
 - Language Known: English and Hindi.
 - Interests: Music, playing cricket and watching sports.
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REFERENCES

- Available on request.