**CURRICULUM VITAE**

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India

**Objective:**

Quest to work in a professional environment which will enable me to put good use of my acquired skills, professional & academic knowledge, thereby I will be able to hone my skills and allow me to excel in the field; Ensuring both professional and company growth.

**Total Experience (9years-Accounts Payable)**

**Current Company**: **Robert Bosch Engineering & Business Solutions Pvt Ltd** as **Process Lead (4 years).**

**Roles & Responsibilities:**

* Acted as Transition lead for the pilot project until the stabilization phase. Monitored the progress and reporting status till stabilization phase. Trained the new associates and handed over the project.
* GR/IR Reconciliation:Assist team in matching invoice with the Goods Receipt Note, solve issues relating to missing invoices & unrecorded receipts; reconcile price and quantity difference accounts and notify relevant parties if appropriate;
* ICR Reconciliation: Reconcile inter-company payables / receivables accounts and obtaining missing invoices including calculation and accounting of goods in transit; Verify, issuing and process intercompany invoices; Extracting missing Invoices from ICR tool.
* Prioritizing of > 6 months old open GR positions.
* Checking for missing Invoices based on purchase orders in APM.
* Follow ups for Open GR’s and credit for return deliveries. Forwarding the invoices and credit notes received from vendors to scanning team
* Emails to operations team in case of manual corrections of IR and for wrong system postings for correction.
* Analysing the invoices on hold/aging and providing solutions for the project team.
* Identifying process mishaps/deviations and documenting the findings.
* Establish the Process Escalation matrix and reviewing the same with our counter parts.
* Preparing process documentation. Proposing process standardisation/improvements
* Assisting in resolution of all intercompany accounting issues
* Responsibility for timely and accurate filing of documents in accordance with fiscal rules and management information needs in line with document retention policy;
* Coordination with different process partners: Logistics, Purchasing and Finance Functions in different countries;
* Performing online checks as specified e.g. duplicates, wrong scanning and wrong address.
* Perform the year-end closing process and provide necessary support to the team/cross functional team.
* Work on MS Excel with formulas and Pivot table in order to produce ad- hoc reports;
* Coordinate with the team and ensure timely and accurate processing of PO, Non-PO, and freight invoices.
* Analysing the payment blocks and take action accordingly.
* Review, analyses and solve the goods received not invoiced.
* Creation of issue tracker to clarify daily processing issues within the team.
* Maintaining Open Point List for unresolved issues and discussing the same with the customer contact in the weekly calls.
* Monitor the Ageing and Pending Invoice status and facilitate in creating a Tracker to efficiently track and resolve open items.
* Coordinating with the counter parts – understanding the process, exceptions, critical aspects, etc.
* GR/IR account clearing, write off proposals.
* Participated in process improvement projects as requested and won award for the same.
* Solve e-mails and calls from business units and vendors.
* Trained the new team members in process and also been supervising, mentoring the team members in their day to day process activities.
* Manages customer expectations and delivers a quality service to customers within agreed time scales
* Checking invoice price with the purchase order price list.

**Previous Experience:**

**Volvo India Pvt Ltd** as **Senior Finance Associate (3.11 years)**

**Roles & Responsibilities: Invoice Deviation Handler**

The invoice & cost controller is handling deviations of incoming invoices. Contact with stakeholder’s operational depts. & purchasing, as well as contact with suppliers, are normal day to day activities. The role requires ability to structure your own work tasks, excellent communication skills and a talent for finding the root cause of errors as well as solving the same.

* Handling the process of Accounts Payable operations(P2P)
* Responsible for quality and control of incoming invoices
* Initiate and work with continues improvements of daily procedures in a proactive way
* Have regular contact with suppliers
* Ability to communicate internal information regarding invoicing prerequisites
* Work close together with other functions to find best practises
* Review or Verification on the PO Invoices in SAP.
* Experience of processing Master invoice verification and EDI Idocs.
* Experience in SMT Tool( Internal & External Quires)
* Resolving internal & external Email queries relating to payment of invoices, invoice blocks, missing invoices, internal error & other issues.
* Sundry creation for correcting incorrect payment
* Involved in month closing activities of the department
* Trained the new team members in process and also been supervising, mentoring the team members in their day to day process activities.
* Involved in Remote transition i.e., LES (LOGISTICS ENTERPRISE SOLUTIONS) Team for invoice registration on Inbound flow for supported in stabilizing process.
* Performing various reports line Productivity tracker, quality tracker and allocation files
* Checking invoice status in SAP Accounts Payable system
* Co-ordinating with other teams, business line and vendors on resolving invoice on hold and resolving the issue so that the invoices are cleared for the month end
* Updating the new updation to team Members related to invoice Processing

**Capgemini Business Services (India) ltd**., as **Process Associate** (1.3 years).

**Responsibilities in Accounts Payable:**

1) Processing various types of invoices (Material, Service, Freight, Bills & Receipts)

2) Joined the pilot batch AP process

3) Translation and Interpretation of all inputs in Portuguese to English in order to facilitate a smooth understanding of India team

4) Training the new- members in the team to be process-effective.

5) Supporting the process end to end within the team

6) Checking the accuracy in process

7) Sending volume reports to the vendor on daily basis

8) Tracking volumes on daily basis and Reporting to the management

9) Capturing the exceptions and preparing the documentation

10) Preparing Daily and Weekly status Reports

11) Handled production and aging

**Qualification:**

1) **MBA** from East West College Of Management, Magadi road Bangalore, with HR & Finance as specialization, with an aggregate of **66%** in the year 2010.

2) Bachelor Of Business Management **(BBM)** from KLE Nijalingappa College, Rajajinagar, with Finance as specilaization, with an aggregate of **65%** in the year 2008.

3) **PUC** from MES.Kishora Kendra College, Malleshwaram, with an aggregate of **80%** in the year 2005.

4) **SSLC** from Sri Vani Education Centre, Rajajinagar, with an aggregate of **88.16%** in the year 2003.

**Professional development**:

1) **Automation Anywhere Certified Advanced RPA Professional (V11.0)-2020**

2) **Six Sigma Green Belt Certification**

3) Certification in **German A1 and A2 level**.

**Technical Skills:**

1) Computer basics

2) Oracle

3) MS-Office

4) SAP

5) Fair understanding of SAP Ariba

**Key Strengths:**

1) Quick learner

2) Good presentation skills

3) Interpersonal communication skills

4) Teamwork skills.

5) Ambitious and result oriented

6) Comprehensive problem solving skills

7) Ability to share knowledge and transfer skills & Willingness to learn from others

**Achievements:**

Received "Payroll award".

Received "HALL OF FAME" twice.

Awarded thrice as "Best performer of the team".

Won cash award for the best idea-RPA

**Academic Projects:**

**Internship Project:** "An Organizational Study at BMTC"

As a part of the curriculum, I have undergone internship study for 4 weeks, which I completed as per the requirements of the organization and project rules. I conducted study on “Organizational Study of BMTC.” It helped me to learn the new methods, technology used by the corporation. I did a detailed study of various departments which include HR, Finance, Operations, Stores, Security and Vigilance.

**Dissertation Project:** "Financial Performance Evaluation of BMTC over Past 5 Years"

As a part of the curriculum, I have undergone project study for a period of 6 weeks, which I completed as per the requirements of the organization and project rules.

The project study was mainly aimed at having a proper understanding of the Financial Performance Evaluation of BMTC over 5 Years at BMTC, Bangalore.

The objective of this study was to analyse the financial performance and functions of the organization through the help of financial ratio analysis and comparing the balance sheets and also to analyse the strategies adopted by the organization so as to improve the performance of the Corporation.

**Personal Profile:**

Name : Nireeksha Mohandas

Date of Birth : 20-06-1987

Father’s Name : Mohandas

Sex : Female

Marital status : Single

Languages Known : English, Kannada, Malayalam, Hindi,Telugu and German.

Interests : Reading, Shopping, Listening to music, Movies, Chess and Carrom.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above furnished particulars.

Place: Bangalore

Date: **(Nireeksha Mohandas)**