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Summary

Financial Specialist2 with 7 years and 10 months of experience in Accounts Payable and Order management.

Experience



Financial Specialist

NetApp

Jun 2018 - Present (2 years 8 months +)

Processing payment batches in Oracle 11i ERP, processing payments in the bank portal, creating SOP for payments, working on process improvements, process payments for AMER & EMEA entities. Training new hires. Assisting process lead/Manager with escalations. Analyzing Pivot table data of Payment rejections for all the regions and coordinating with cross functional teams to resolve the errors, Void rejected payments and re-issue them. Sharing Cash forecast report with R2R team on a daily basis. Run Invoice Validation report for each country in Oracle. Run payment BOTs on a daily basis to process automated payments.



Order Management Specialist2

NetApp

Dec 2015 - Jun 2018 (2 years 7 months)

Order processing, Order booking, Checking Data mismatch.

- Service Now Case Management: Addressing various requests, access enablement, update requests, sync issues from stake holders.

- Install Base Data Management activities.

- Analyse & ensure all spoke system (ERP/IB/SFDC/Oracle DB) data are in sync without data discrepancy thus further enable drawing analytics for different management streams.

Validate Service roles (Sold -to, Ship To, Bill-To) of a Quote to make sure data is in sync with the ERP.



Associate

TE Connectivity

Jul 2014 - Nov 2014 (5 months)

Entering Orders, forecast in SAP. Creating Quotations and doing Order changes like Pull in, push out, Qty increase, Qty decrease and reviewing ES blocks.



Senior Process Executive

Infosys BPM

May 2012 - Jul 2014 (2 years 3 months)

1. Responsible for Purchase Order reconciliation of Suppliers.
2. Uploading backlogs received from Suppliers into Oracle.

3. Downloading the exceptions report from Oracle and clearing the mismatches mainly price, part, Qty, Currency, Need by date etc.
4. Pulling unconfirmed Orders report from oracle and requesting confirmation dates with the CCP's working onshore.
5. Pulling Overdue Orders report from oracle and requesting new confirmation dates with the CCP's working onshore.
6. Preparing Daily/Weekly/Monthly Reports
7. Working on Manual Confirmation requests received from the CCP's.
8. Working on Advanced Shipment notification received from CCP's.
9. Working on reverse backlog reconciliation.
10. Handling Process Training for the new joiners.
11. Handling Refresher Training for the whole team every month.
12. Updating daily reconciled supplier's tracker for the whole team every day.
13. Working on Oracle 11i, Microsoft excel, Microsoft word and Outlook.

Education



Sikkim Manipal University - Distance Education

Master's Degree, Human Resources Management and Services

2012 - 2014



Mangalore University

Bachelor's Degree, Business, Management, Marketing, and Related Support Services

2009 - 2012

Licenses & Certifications



The Complete Agile Scrum Fundamentals Course + Certification - Udemy, Inc.



Complete Advanced Accounting and Finance - Udemy



Problem Solving - NetApp



Strategic Initiatives & Process Excellence - NetApp

Skills

Accounts Payable • Vendor Management • Process Improvement • Order Management • Microsoft Word • Microsoft Excel • PowerPoint • Process Training • Team Management • Oracle Reports

Honors & Awards



Top Performer Award - NetApp

2017



Top Performer Award - NetApp

2017



Individual Extra Miler Award - Infosys BPM

2014