

ARCHANA A.S.

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Objective: Secure a responsible career opportunity, to make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Skills

- Accounting and Financial Reporting, SAP R/3 knowledge on MM, FI and reporting via SAP. Invoice processing via SAP Ariba, CODA report extraction and analysis, R4T Analysis and rectification of errors.
- Comprehensive knowledge of MS Office.

Worked at : IBM India Pvt. Ltd. Bangalore

Designation: Assistant Manager

Job Description: Secure a responsible career opportunity, to make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Key Responsibilities:

- Was managing Invoice Processing team – IKEA Project – Finland.
- Preparation few Managerial related reports – Squad daily deliverables, productivity and Error analysis.
- R4T analysis was the main activity where the errors to be identified and rectified in Ariba coding which helped to have a smooth month end while preparing month end accruals.
- Was a part of transition for Material Master process (Contracts and Materials) - CEMEX Project–Mexico.
- Worked in Material Master Team.
- Main role was to create / modify the Contracts and Materials required for the project in SAP.
- Efficiently monitored and managed contracts requests received from clients, generating and resolving the same in the tool.
- Maintained accurate records, reviewed entries and updated clients.
- SAP - VIM reports were prepared for audit purpose, also to know the inflow, pending and processed workflows on day-to-day basis.
- Performed thorough reconciliations and auditing of contract entries to ensure 100% accuracy.
- Handled queries from both internal as well as external customers.
- Closely monitored application and adherence to regulatory standards.
- Analyzing duplicate payments through ACL tool which gives the nearing matched documents. Duplicate payments made were followed up and recovered.
- Daily report of pending invoices spooled through SAP and followed up on ageing cases to get it posted for payment. Dashboard was shared to Onsite team and our team to monitor and control the ageing documents.
- Month-end reporting like Standard vouchers / Non-documented / Documented liabilities / Advance reports were prepared accurately as per the client requirement and shared to country for further reconciliations. Also supported Reporting activities for R2R domain.
- Handled monthly activities of booking JEs and Invoices for the Utility Vendors.
- Productivity dashboard preparation was taken care on daily basis to know each team member's Availability, Efficiency and Utilization in the process.
- Few of the Payments activities were handled – Open Vendor analysis.
- Agile methodology was adopted at work.
- Initiated numerous process improvements in the team. Reduction of various fallouts in SWAN queues for the Asia-Pacific and elimination of various non-value-added activities led to reduction of head count in the team
- Worked with financial analysts from various business units & Controllershship team in ensuring smooth accounting close month on month
- Analysis, preparation and reporting of key metrics for the process and presenting to the Controllershship. Involved in the Business Continuity Plan activities for the center.
- "Reduce Return to Vendor cases for APNI by 50%" in order to reduce rework and Non-Value Add activities in the process. Worked with various teams in Procure to Pay and came up with action items in order to educate vendors and HP requestors who were contributing to Return to Vendor cases.

Career Progression

- Worked as Assistant Manager at IBM India Pvt Ltd since July'2021 to Jan'2024.
- Worked as SME / Team Lead at IBM India Pvt Ltd - Dec'2012 – June 2021.
- Worked as Senior Process Associate at Hewlett-Packard – Feb'2007 – Feb-2011.

Accomplishments

- Ensuring all services agreed has provided as per SLA and Received numerous Rewards and Recognitions from the Management and Clients:
 - “Star Member of the Team”
 - “Best Performer of the Quarter”
 - “Elite Award for the Quarter”
- Part of BCP (Business Continuity Plan) team

Education

2005 – B.Com. Sir M. V. Govt. Arts and Commerce College, Bhadravathi, Karnataka

PERSONAL DETAILS:

Languages Known : English, Kannada.

Extra-Curricular Activities : Singing and Listening Music, Creative activities.

Student of Sri. Pancham Halibandi (Versatile Singer), by his leadership, given a highly telecasted program on the occasion of Deepali and Kannada Rajyothsava at DD Chandana Channel, Various stage performances conducted by Gaana Sambhrama Trust and was also part of GS Title song recording, Mane-Mana Gaana, Ganeshotsava etc. Also perform at Old age homes once in a month as a Service / Noble cause.

Personality Traits : Responsible, Positive and Friendly, Service oriented.

Passport Validity : Valid till 05/07/2033)

Place: Bangalore

Archana A S