

PRIYANKA GUPTA
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To utilize my knowledge and skills in tackling practical situations in the work place & prestigious organization which gives vast exposure and to grow and evolve in a proactive environment that provides me further professionally and financially, to become an effective team player in a progressive organization or company for learning innovative techniques from reputed professionals.

1. Working Experience

- **Tenure- From 5 February 2014 to Till Date (one year on third party payroll)**
- **Company Name- Accenture Services PVT Ltd.**
- **Designation- Transaction Processing Analyst**

Transition Experience

Successful Transition done for logistics group-Australia Jan 2019 (Onshore KT- Melbourne)

Having experience of: -

- Processing of invoices for payment in SAP, ORACLE R12, R11 within defined turnaround Time.
- Creation/Updating of DTP & Process maps
- Auditing of invoices and requisitions for goods and services as per audit of the invoices and procurement system- Review of PO and GRN.
- Ensures quality audit of invoices processed by other users.
- Handles AP helpdesk basic relates to vendor inquiries, conference calls, and problem solving as required.
- Handling vendor reconciliation (Quarterly)
- Handling invoices hold report and ensures invoices on hold must be processed under defined limit as per SLA. (Service Level Agreement)
- Responsible for the accurate calculation and reporting of deviations in the clients expectation patterns.
- Holds an account level record of manual processing of 200+ invoices in a day with more than 99% accuracy
- BE Focal (prepare 3X3, control charts, SLA, etc)

Currently handling all the Escalations for AP, internal and external.

Help Desk/ Exception handling:

- Deal through e-mails with clients/ buyers.
- Release invoices from hold with buyer's approval on e-mail.
- Amendment in invoices as per buyer's e-mail. Interacting with the Business unit, to make
- Immediate changes with vendor master & set up of new vendor on immediate basis.
- Providing remittance details and invoice status to the Supplier/ Buyer.
- Contacting payments team for void and re-issue of check.
- Contacting buyers to expedite the payment of invoices.

Award & Promotions:

- Rewarded from Client for processing highest number of Incidents for continuous 3 months.
- Rewarded with Numero Uno award in the month of April-2014 and Feb-15, March-15 for best performer.
- Rewarded with a certificate for good performance in 2017
- Promoted as Sr. Process Associate in the month of March- 2016.
- Promoted as Transaction Processing Analyst in 2019.
- Awarded with the title of most helping Team Member.
- Certificate received for excellent performance during transition.

2. Working Experience:

- **Tenure- From January, 2014 to January, 2015**
- **Company Name- V.S Associates (A CS, Legal & Taxation firm)**
- **Designation- CS Trainee**

Having experience of:

- Form Filling of Company with MCA.
- Maintenance of Minutes, Compliance Certificate, Directors Report of the Company.
- Incorporation of companies, Winding up of companies.
- Work related to MCA.
- Annual filling of Returns.
- Expertise in XBRL
- Secretarial Working

3. Working Experience:

- **Tenure- From August, 2013 to January, 2014**
- **Company Name- Dilwara Leasing Private Limited**
- **Designation- CS Trainee**

Educational Qualification:

Examination	Board/University	Year
Intermediate	I.C.S.E (St.Mary's School)	2008
High School	I.C.S.E (St.Mary's School)	2006
B.Com	MJP Rohelkhand University Bareilly	2011
C.S Executive	The Institute of Company Secretaries of India	2012

Computer Proficiency:

- Comfortable with Internet and E-Commerce.
- Comfortable with M.S Word, M.S Excel, Tally.
- Comfortable with working on ORACLE.
- One Year Computer Diploma course 'O' LEVEL from DOEACC.
- Certificate in 'CCC' computer course from DOEACC

Competencies:

- Ability to work under stress, with minimum supervision.
- Able to Communicate & Coordinate well within a team.
- Honest Attitude, Reasoning, Analytical Skills, Goal Oriented and Hard working.

Personal Details:

Name: Priyanka Gupta

Current Location: Noida