**Kiran Patil**

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**SYNOPSIS**

To work in an organization where I can get a scope and opportunity to contribute my effort by being a part of team and can improve my skills with domain experience of finance & enabling my knowledge exposure in Accounts payable area during my career.

An accomplished professional with **4 Years of experience,** dedicated to leverage company resources to streamline processes and drive cost reduction. Exceptional collaborator experienced in Accounting & Finance Industry, a creative strategist who executes innovative and cost-effective process solutions.

**CAREER CONTOUR**

**Wipro Limited. (08thNov’19 – 29thMay’20)**

**Senior Analyst – P to P cycle as Invoice Processing**

The objective is to processing over 3200 (Approx.) invoices per month with excellent attention to detail coupled with strong organizational skills ensure a streamlined and efficient payment process. Knowledge on P2P cycle.

**Roles and Responsibilities:**

* Posting 2way match and 3way match.
* Handling email inquiries from internal customers, as well as external vendors. Delivering professional, helpful, high quality service and assistance before, during, and after the customer’s requirements are met.
* Ensured job responsibilities and work is done accurately, completely, timely and in accordance with company’s policy.
* Flexible using **SAP** tool for invoice processing and reaching the target with quality and accuracy.
* Maintaining the target of 3200 approx. per Month.
* Sharing process updates with the team mates.
* Working in transaction use codes like ME23N, ME2L, FBL1N, MIRO, FB60, FB08, MR8M, F-44 and FK03.
* Place investigative phone calls when there are questionable aspects of the invoice.
* Ensure all proper steps have been taken prior to approving the task to be invoiced to the client.
* Ability to resolve issues requiring immediate attention and perform under strict timeframes.
* Updated company database with accurate data entry of invoices.
* Handling the team and taking meetings on daily basis for errors and motivating them to complete the work with quality.
* Reporting weekly open item reports.
* Having good knowledge on Procure-to-Pay (P2P) cycle.

**TATA Consultancy Services. (Apr’17 – Aug’19)**

**Process Associate: - Order to Cash**

**Key Deliverables**:

* Handling customers orders, Creating Purchase orders and take care of end to end order fulfilment by contacting cross functional teams.
* Creating Service Quote using CCW-R -Cisco commerce Workspace Renewals based on the data provided by the Customer.
* Creating service Contracts and changing contracts details like site change, Bill to Id change, contracts merge etc. based on the data provided by the Customer.
* Resolving customer queries by interacting with respective cross functional teams Maintaining customers database and providing Email & Click to Chat support.
* Completely handling end to end process Quote to Cash such as Quote creation validating Service Quotes by using supported tools and application, applying discounts on the line items, making necessary changes as per customer request such as change of address, change of coverage dates, Discount and service level changes.
* Working Pricing and Engineering Quote in Vanguard.

**Concentrix Daksh Services India Pvt. Ltd. (Nov 2015 – Mar 2017)**

 **Banking Officer :**

* Addition and Deletion of Signature in Accounts.
* Solving customer problems regarding credit card Issues.
* Executed wire transfers, Stop Payments and Account transfers.
* Maintained Friendly and Professional customer interactions.
* Exceeded Quarterly Sales Goals.

**MS BGR & Associates (Chartered Accountants) (Jan 2013 - Oct 2015)**

 **Article Assistant:**

* Scrutiny of customers KYC of Bank of India.
* Checking the business transactions are properly recorded in the books of accounts or not.
* Concurrent Audit made on regular basis to ensure accuracy, authenticity, Compliance with Procedures made in Bank of India.
* Copied, Logged and Scanned Supporting Documents.
* Verified data integrity and Accuracy.
* Researched and Updated all required Material needed for Firm and Partners.

**Accomplishments:**

* Recognized as star performer in the process and appreciated for the same in town hall with star of the month award for four times. (2017 – 2019)
* Achieved Twice Certificate of Appreciation for super talented Achiever in the Year 2016 From Concentrix Daksh India Pvt. Ltd.

**Technical Skills :**

* Having good knowledge & experience on SAP tool.
* Having Knowledge on PeopleSoft tool.
* Well Versed with Microsoft Office

**ACADEMIA**

* Bachelor of Business Management from Dr. Prashant Mashetty College of Business Management in the year 2012.

**PERSONAL DOSSIER**

Date of Birth : 01st Jun 1990

Languages Known : English, Hindi, Kannada and Telugu

Mailing Address : Laxmi Narayana PG, Sakhare vasti road, hinjewadi phase-1, Pune-411057

Location Preference : Metropolitan Cities

Reference : Will be pleased to provide upon request