## Supriyo Bardhan

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✆**9035397012.**

**Objective**

To be an integral part and contribute to the strategic vision of an organization that nurtures Professionalism, Growth and Mutual Benefit.

**Professional Experience:**

1. **Accenture (Bangalore)**

April 2015 till date as: Senior Analyst Accounts Payable (Client: Cloud based)

**Responsibilities:**

* Managing team with accounting responsibilities from Procuring to processing of invoices to payments. Maintain daily reports and files sharing with business.
* Resolving all types of billing disputes and inquiries for global customers with defined SLA
* Adhering to business compliance for revenue recognition, customer compliance and SOX control
* Working closely with AP, AR, GL, FA, Tax, order management Teams on various SaaS Order Management and Billing systems
* Handling multiple countries Taxation policies such as USA, EMEA Region
* Successfully transitioned and implemented Onsite USA REGION project within stipulated time.
* Prepared documents such as DTP, PPT, Checklist for ongoing process improvements
* Providing Knowledge transfer (KT) during and Post transition. Maintaining Quality checks and sharing feedback for process improvements.
* Implemented Automation for project development
* Responding to Vendor queries on pricing, supply, and terms prior to payment
* Act as Point of Escalation for Revenue, invoicing, billing, and Payment disputes

**ERP Skills**: SAP Ariba, Oracle NetSuite, Salesforce, Microsoft Excel

**Personal Skills**: Team Player, Soft Skills, Time management, Client Values

1. **Infosys BPO Ltd. (Bangalore)**

June 2011 – Till 5th December 2014

Worked As: Senior Process Associate

**Responsibilities:**

* Involved with the client (Confidential) for cost saving and looking for opportunities and process development.
* Taking escalated call

**Achievements:**

* Transition lead with noiseless delivery
* Highest hours of learning certification
* Awarded with the Shining Star in the Process
* Star performer of the Team and awarded with business award

**Academic Qualification**

**Graduation:**

Bachelor of Arts (Economics) **–** 2006 (Guwahati university-Full time)

Institute: Lumding College, Lumding, Assam

**Personal Information**

Father’s Name : Late Chandan Bardhan

# Corresponding Address : #47/14 Doddathoguru

# Electronic city,

# Bangalore- 560100

# Languages Known : English, Hindi, Bengali, Assamese

# Interests/ Hobbies : Music, Reading.

# Current location : Bangalore

# Place:

# Date:

**Supriyo Bardhan**