Prasad K

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# Summary

Summary

Financial Specialist2 with 8 years of experience in Accounts Payable and Order management.

# Experience

 **Financial Specialist2**

NetApp

Jun 2018 - Present (3 years)

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 6 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.
* Analyze & 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 (4 months)

Entering Orders in SAP, Expediting orders, Processing Qty increase, Qty decrease and reviewing ES blocks.

 **Senior Process Executive**

Infosys BPM

May 2012 - Jul 2014 (2 years 2 months)

Responsible for Purchase Order reconciliation of Suppliers.

2. Uploading backlogs received from Suppliers into Oracle; Downloading the exceptions report from Oracle and clearing the mismatches mainly price, part, Qty, Currency, Need by date etc.

1. Pulling unconfirmed Orders report from oracle and requesting confirmation dates with the CCP’s working onshore.
2. Pulling Overdue Orders report from oracle and requesting new confirmation dates with the CCP’s working onshore.
3. Preparing Daily/Weekly/Monthly Reports
4. Working on Manual Confirmation requests received from the CCP’s.
5. Working on Advanced Shipment notification received from CCP’s.
6. Working on reverse backlog reconciliation.
7. Handling Process Training for the new joiners.
8. Handling Refresher Training for the whole team every month.
9. Updating daily reconciled supplier’s tracker for the whole team every day.
10. Working on Oracle 11i, Microsoft excel, Microsoft word and Outlook.

# Education

 **Sikkim Manipal University**

Master's Degree, Human Resources Management and Services

 **Mangalore University**

Bachelor's Degree

# Project

Comparing Supplier's Report for the past 18 months with the Supplier templates that are available in the CF portal. Goal is to remove inactive supplier templates from the CF portal to reduce the maintenance cost.
Identified inactive suppliers for the last 18 months from the Suppliers Report downloaded from Oracle 11i ERP. Finding templates of the inactive Suppliers on the CF portal report with details of supplier templates. Listed down total no. of active suppliers or templates in the CF portal - these will remain active. Listed down total no. of inactive suppliers or templates in the CF portal per the inactive suppliers identified on the Suppliers report - these should be removed, along with the suppliers where payment is not processed for the last 18 months. Suppliers for which payments/invoices not processed for last 12 months to be deactivated. So that the templates can be activated later. Comparison and final status below:
No of Templates in CF Portal 398
To be removed 212
To be deactivated 20
No. of templates active 166

Management approved the same and a total of 212 supplier templates were removed and 20 were deactivated by Treasury team.

# Licenses & Certifications

**Strategic Initiatives & Process Excellence** - NetApp

**Problem Solving** - NetApp

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

# Skills

Accounts Payable • Process Improvement • Order Management • Employee Training • VLOOKUP • Pivot Tables • Excel Dashboards • Data Analysis • Payment Systems • Hlookups.

# Honors & Awards

 **Individual Extra Miler Award** - Infosys BPM

2014

 **Top Performer Award** - NetApp

2017

 **Top Performer Award** - NetApp

2017