**Sarita Mashalkar**

**Mobile:** 6300165149

  **E-Mail:** **sarita.mash@gmail.com**

Current Location: Hyderabad

Preference: Hyderabad

Notice Period: Immediate Joinee

**CAREER OBJECTIVE**

To be associated with esteemed Organization, where growth is based on performance if given a chance to prove my skills and abilities to the best.

**Special Mentions**

* **Continuous Improvements**
	+ Implemented a JDI (Just Do It) with an annual savings impact of GBP 105K driving through high controllership and compliant process
	+ Implemented a JDI (Just Do It) with an estimated savings of 240 production hours driving through eliminating of NVA (non-value added) steps

* **Systems / ERP**
	+ OFA (Oracle Financial Applications, R12)
	+ TIPS – Transportation Invoice Processing System
	+ Creature 2.0
	+ TIPS 2.0
	+ SRP (Statement Rotational Plan) for Statement Reconciliation
	+ Laserfiche – Workflow for retrieving PDF invoices

**Occupational Contour**

**Quick Reference of Career Path**

**Organization Last Designation Tenure Comments**

Amazon Sr. FinOps Analyst 7 years Mar 2012 to Apr 2019

**March 2012 – April 2019 : Amazon**

**Sr. FinOps Analyst – Level 3**

**Background**:

Joined as an intern during Mar-2012 for Global Financial Operations in Corp AP Team for North America region and got converted to FTE in 6 months.

Worked in Invoice Processing team and was responsible to handle critical vendors including utility and telecom billings. Later on moved to Invoice On-Hold team to work with PO requesters and buyers to resolve the aged on-hold invoices pertaining to issues on account of Quantity, Price and Line Variances. Based on my performance and ability to handle the critical deliverables I was moved to Europe region to stabilize the process. I was involved in taking care of allocation of tickets, debit balance, balance sheet update, On-Hold and PAM reporting along with stakeholder’s communication.

**Process 2:** Transportation Finance Services/ Logistics.

Joined Transfinance Team in May 2018. Responsible for handling EDI (Electronic Data Interchange) invoice submission. Identify the defects of EDI submission and fix it to make on time payments to carriers. Main goal was improving the PAM – Payment Accuracy Metrics of the process.

**My Roles and Responsibilities:**

* Business Validation segment of TIPS
* Communication with Controllership Team/ Stakeholders, EDI Team, Technical Team, Accounting Team, AP and Carriers.
* Escalation Management
* Statement Reconciliation
* Aging Queries
* Carrier Management
* Reporting and Calls
* Tips 2.0 Project
* Aging Metrics
* Goals - Reduction in Business Validation aging and increase in PAM. Projects and Process Improvements
* Razorbill Project – Italian Government Regulations for invoice submission
* Nominated for Deemed Team Lead Program. Handled 5 members during the program.

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**Key Responsibilities involved:**

* Production Planning – allocation of invoices to the team for processing as per SLA and critical vendors
* Daily Dashboard (Whiteboard and Reporting) – smoke screen to capture all the issues and discuss the same in the daily huddle with the team
* Implemented “Process Issues Tracker” to manage the issues, mitigate risk and draft the preventive and corrective action plan
* Process Scorecard with Key Achievements and Open Issues with Action Owners and Timelines to accomplish
* Process Update tracker to create the awareness within the team with all the updates documented
* Calendar in place for all the month-end activities along with 3 level back-up
* Quality Improvements (Lean Ideas) drive for the process
* Regular “PKT” – Process Knowledge Test to drive the knowledge transfer and updates
* Responsible for the internal and external VAT (Value Added Tax) audit review – coordinating with multiple teams and submitting sample documentation to auditors
* SOP (Standard Operating Procedure) – Created for Invoice On-Hold along with Flow Charts. Created SOPs for Business Validation process and Compliance Validation Process, 1st and 2nd segment of TIPS. On- Holds claims process, a part of Audit Validation segment of TIPs along with Flow Charts.
* Created SIPOC for all the critical activities
* Created FMEA for Business Validation

**Customer Management**

* Responsible for monthly connect with TOP Vendors
	+ Initiated “Task Force” calls with TOP 5 super critical vendors to resolve the payment issues, drive through the action items and ownership with “Action Plan by Priority” methodology
	+ Resolve aged defects by working with POC (point of contact) of Vendor AR department
	+ Reference guide created and communicated with Vendors for better invoicing requirements and communications management
	+ Escalation Matrix implemented and shared with Vendors
* Weekly connect with Stakeholders for Business Validation Metrics to provide visibility on all the open aged items
* Weekly connect with TOP Carriers to proactively communicate the status of the invoices submitted by them. Educate them on failures/defects for payments and share the compliance guidelines.

**Process & People Management**

* Responsible for conducting Trainings and Sessions
	+ Training all new hires
	+ Conducting assessment through PKT (Process Knowledge Test), Cold Test and Hot Test
	+ Coordinating with Knowledge Management team for LTO (License To Operate)
* Train team on AP end to end process
* Certified Trainer – Awarded with Train the Trainer Certificate

**Reporting Management**

1. Publishing weekly and monthly On-Hold aging report along with action owners for past due and due in future invoices
2. Publishing PAM (Payment Accuracy Metrics) on a monthly basis to leadership and being part of the monthly governance with Sr. Leadership along with Operations team
3. Publishing open aging tickets to management for visibility on tickets created and un-resolved for >30 days
4. Publishing Business Validation report on weekly basis to stakeholders and AP team along with action owners to provide visibility on open and unresolved invoices.

**Achievements and Honors**

* Selected for “Dinner with leadership” during September, 2016 for successfully achieving the targets set by the business
* Reduction in “Debit Balance” from GBP 5MM to <10 K during Q2 2017
* Awarded in Zenith Category during Q2 2017
* Awarded in Celestia Category during Q4 2016
* Instrumental in maintaining weekly and monthly On-Hold invoices below the targets set by the business
* Driving PAM (Payment Accuracy Metrics) or POT (Paid on Time) by working with TOP Vendors
* Awarded for Train the Trainer Program during Q4 2018– Certified Trainer Program of Amazon
* Significant reduction in Business Validation defects much below the targets set by business and sustained it.

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**Educational Credentials**

2008-2009 Post Graduate in Business Management from **ICFAI University**

2000-2003 B.Com from Osmania University, Hyderabad, Andhra Pradesh – 80%

1998-2000 Intermediate from Badruka College of Commerce, Hyderabad – 78%

1998 SSC from Shankarji Memorial Girls High School, Hyderabad – 78%

 2020-2021 Pursuing Diploma in IFRS, ACCA from KPMG Academy – Dec 2020

**Personal Dossier**

Name: Sarita Sarita Mashalkar

Father’s Name BhaskarRao Mashalkar

Sex Female

Marital Status Married

Nationality Indian

Passport # R3158906

Issue & Expiry Date 31/10/2017 and 30/10/2027

References Available on request

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Place: Hyderabad

Dated:

(Sarita Mashalkar)