

RESUME

SUNANDA SAJJANAR
#115/2, Sri Sai Chamundeshwari layout
Bettadasanapura, Electronic city Phase 1
Bangalore-560061

✉:sunandasajjanar123@gmail.com
Ph.: 8861894188

“To seek challenging work in a professionally competitive environment where my skills are put to the best use for the organization and in the due process learn and solidify myself with the emerging techniques and contribute to the organizational development”

BRIEF PROFILE

- Dynamic professional with 8+ years' experience in Procure to Pay.
- Strong ability to learn quickly, transfer knowledge appropriately.
- Good leadership skills.
- Detail oriented individual with high emphasis on Quality and Assurance.

Employment history

General Datatech India Private Limited (GDT)-Bangalore (11th April 2022-Till date).

CURRENT ROLE - Senior Specialist - Accounts Payable.

Responsibilities:

- Monitoring supplier accounts and emails on a daily basis.
- Regularly reconciling vendor accounts to ensure open items are cleared in a timely manner.
- Contacting suppliers regarding any queries related to vendor statements.
- Processing all vendor invoices (both PO and Non-PO) and professionally communicating with vendors via email.
- Ensuring timely execution of payment activities with 100% accuracy.
- Handling ad hoc requests to process payments on time.
- Manually applying payments to paid invoices in SAP.
- Monitoring the shared mailbox for vendor and client communications.
- Leading the AP Automation Project (Cherry Works).
- Responding to and resolving client and supplier queries via email and phone calls.
- Responsible for executing daily invoice control (billing) tasks.
- Extracting and analyzing billing proposals to streamline the invoicing process for service providers.
- Indexing invoices in the workflow to ensure specifications match the billing proposal.
- Revalidating the accounting summary before submission for approval.
- Planning and developing process improvement strategies.
- Managing the team and allocating tasks efficiently.

Achievements

- Received Monthly Award (Continue 3 months).
- Annual award (For cleared aged items)

IBM INDIA PVT LTD

Team: Accounts Payable.

Designation: Fin & Admin Business Associate

Work Experience: From 21st August 2018 to 8th April 2022

Responsibilities:

- End-to- End knowledge of the Accounts Payable Process i.e., Vendor Maintenance, Invoice processing for different types of invoice i.e., Freight, PO, Non-PO, Employee Expenses, Indexing, Payment Verification, Employee Payments, Intercompany vendors Payment, OTV Payment & Vendor Payment

- Working with Query Resolution Team to send queries to approver for resolution.
- Handling urgent GMB to resolving the queries and working on urgent request and payment.
- Interacting with Client Via email and same time in resolving query related issues.
- Conducting team meeting regarding process update, new learnings, and improvements.
- Performing quality Check to reduce internal errors and provide quality to all our deliverables.
- Preparing payment schedule.
- Preparing weekly and monthly reports.
- Blocked invoices review and release for payment & exception analysis.
- Cashflow request sending to Treasury Specialist daily.
- Performing duplicate checks to avoid duplicate payments.
- Schedule payments performing (vendor due all invoices) Proposal and payment runs as per schedule date for local and forex suppliers.
- Performing advance payment checks before every payment run.
- Post advance payment, clearing the advance payment entries with invoices.
- Performing Urgent payment (Manual payment) and Cheque payments based on request.
- Monthly GRIR reconciliations are performed for vendors to reduce the open GR balances.
- Reconcile the supplier statements and identify the outstanding invoices for stock and Non-stock items, make sure to all outstanding invoices to be processed and paid end of the month.
- Learning log and DTP update.

Key Project and Responsibilities: Worked on Forex Open Items Review Project and Vendor Debit Balance Review Project.

Awards and Achievements:

- Dollar Award Q1 and Q2 2021- IBM client Value addition projects.
- Spot award for the accuracy and Efficiency.

Strengths:

- My hard work is my important strength
- Self-confident and Quick learner
- Ability to work in a dynamic work environment

Capgemini Technology Services India Limited, Bangalore

Designation : Process Associate

Work Experience: June 29th 2016 to August 16th 2018

Job Title : Procure to Pay

Responsibilities:

- Processing Freight Invoices, PO and NOPO based on the Inflows.
- Handling Truck shipment process and sending the reports to clients.
- Maintaining Excellent Relationship with Existing Customer.
- Providing Solutions to Customer Queries.
- Processing invoices with 100% accuracy without any errors.
- Processing of Credit and Debit memos.
- Updating the errors with the team to reduce the errors.
- Allocating the invoices to the team as per the priority
- Providing Solutions to Customer Queries.
- Ensuring that no SLA and TAT is missed.
- Preparing & Updating DTP

Daily reports

- I was handling activities on daily basis reports.
- Truck shipment consolidated and summary reports.
- Summary Report.
- Attachment missing in BPOpen.
- High dollar audit.
- Rejection audit.

Achievements

- Received Extra Mile award for overall performance in the team.
- Spot award for the accuracy and Efficiency.
- Received Rising Star award.
- Received PLI (Performance Link Incentives) quarterly based on productivity and accuracy.

System Knowledge:

- Sound working knowledge of MS-Office.
- End user Knowledge in SAP.

➤ **Education: Bachelor of Commerce (Karnataka University-Dharwad)**

Personal Information:

Date of Birth : 16.09.1993

Gender : Female

Nationality : Indian

Languages Known : English, Kannada.

Hobbies : Listening to Music, travelling. Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge.

Place : Bangalore

Date :

SUNANDA SAJJANAR