**CURRICULUM VITAE**

**JAYASHREE**

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| **PROFILE SUMMARY** |
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* Strong Knowledge in Accounts Payable (**Invoice Processing**) and Inter-Intra company Process and **Vendor Management**, **Travel and Expenses**, **Payments**, **Cash Management** and **Auditing**, **Accounts Receivables**, **Procurement,** **Reporting** and **GL Activities**.
* P2P Transformation & **Transition Experience** – Onsite Travel (Sweden, Norway, Denmark and Finland) for a period of 2 months.
* Proficient in managing/handling and **leading Team** for running successful Process operations.
* Stabilize the process within 3 months with many **process improvements**.
* Having sound functional knowledge on **SAP Module.**
* Preparation of **SLA Deck** and presenting the same with **Clients during weekly calls**.
* **A fast learner, proactive team player** and expert on F&A Process**.**
* Certified **Six Sigma Green Belt Project.**
* **Exposed to handling issue calls\emails with clients and buyer as well as escalation mails.**
* Regular **Team Meeting** on processupdates to team and **updating** the same in **DTP’s.**
* Technical and Testing Experience during **Migration of Legacy Applications to SAP**.
* **Month End Activities** i.e. Preparing Accrual List and sending it to Controllers and updating Journal Entries in SAP as per confirmation.
* **Daily, Weekly and Monthly Reports** to Team and to Managers as well as to Clients on all the aspects of process.

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| **PROFESSIONAL EXPERIENCE** |
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**Total Experience: 8 Years’ experience in Accounts Payable, MDM, Travel & Expenses and Payments.**

Current Organization Name: **ALSTOM –Master Data Management**

**Capgemini Business Services** (India) Ltd - **Process/Production Lead – Accounts Payable**

**Hewlett Packard PVT Ltd**, Bangalore India – **Process Associate**

* Master Data Management – Vendor, Customer, Material, Bank Key, Profit Center, Cost Center, GL Account Creation , Modification, Expansion, Block/Unblock and Mass Creations, Modifications, unblock/unblock , critical fields changes @ mass level and handling 25 FTE’s team.
* Create and update master data as per agreed SLA’s and process. Ensure data accuracy and validity as per core model rules.
* FICO Reconciliation/ P&L Transco
* Execute MDM operations with 100% efficiency.
* Execute and support in finance master data clean-up activities as per agreed plan.
* Build and develop on MDM processes and system knowledge across finance data objects in scope.
* Create or Update training/ process documents wherever required.
* Conduct key user and end user trainings wherever required.
* Execute and support agreed MDM roadmap & leverage standardization of MDM processes and knowledge across all units in scope.
* Generate and implement new ideas for MDM process and operational efficiency.
* Mentor/Maintain a strong team of key users on MDM processes and rules.
* Handling **Invoice processing, VMD, MMD, T&E**, **Procurement** Team of 22 People.
* Domain knowledge of European, Asia pacific and US VAT laws and work experience.
* Responsible for coordination of Production Planning and meeting of deliverables**/SLA /Green KPI’s and Meeting SOW** on a daily basis in order to exceed customer expectations.
* Ensure **ISO compliance** for the process and Implementation of Quality Management System
* Responsible for **work allocation** and Load balancing and Shift Management as per Business Requirement.
* Participate in special project which may need temporary relocation or frequent travels within India or outside India for **implementation and KT.**
* Prepared **training materials, Desktop Procedures & trained the end users.**
* Handling **Generic mailbox** and all kinds of queries.
* **Training New Joiners** in Team.
* Providing information regarding Payment Status, Past due Invoices, remittance advises, payment method.
* Month End Close – Accruals, FEDEX Reconciliation, Consignment Settlement, Serengeti.
* Responsible for giving the resolution to the customer with regard to payment and other issues related to invoices through Generic Mail Box (GMB) and Open View Service Desk (OVSD)
* Responsible for Preparing, Analyzing and Presenting KPI for VDM Team. This involves activities such as pulling different reports, analyzing reasons for the late paid documents and preparing presentations using Excel and power point and presenting the Metrics to the controllership.
* Strict adherence to Company’s Six Sigma and Quality Standards.
* Responsible for daily monitoring of queues (invoices pending for payments/Invoice Processing) to ensure Key performance indicators reflect true picture of the process.
* Responsible to finish the Month End Activities within Work Day 10.
* Working in Central Vendor Administration and Worldwide Access Control Team to primarily support worldwide HP divisional vendor setup/maintenance teams and employees Interacting with the Client & Supplier as and when required with regards to the issues and getting them resolved.
* Cross trained on T&E Audit after performing policy checks and Exceptions.
* Prepared DTP for VMD & also involved in Process and quality Improvement
* Preparing the productivity Reports such as Weekly AP Report, Monthly KPI,
* Monthly VMD Report, Nafta Rejection Report and daily VMD Trackers to Managers..
* Performing SAP and Concur Reconciliation report and sending it to the Country Head.
* Preparing Xerox reconciliation twice in a week.
* Providing guidance and training to team members and serve as source of expertise in regards to invoice queries
* Won ‘Best performer’ award from client in Oct 2010.
* Identifying process improvements and ensuring their implementation by coordinating with the Quality team.

**Internal and External Vendor company Activities:**

* Internal and External Vendor Invoices Reconciliation
* Vendor query, Business partner mismatch cases.
* Intercompany and External Vendor Invoices accrual posting and archival
* Co-ordinate with AR & GL team for accruals and issues.
* Supporting in Netting and posting appropriate entries.

**General Ledger Activities:**

* Responsible for posting Journal Entries
* Prepare and Generate Accrual Report end of the month.
* Posting Standard and Accrual Journal Voucher’s in Month End, Quarter End and Year End.
* Responsible for verifying entries posted to the correct account and make reclassification entry if required
* Preparing Balance Sheet Reconciliations
* Perform Month End close, which includes reviewing and posting all inventory related entries.
* Creation of Purchase Order and Goods Receipt, Analysis of GRIR ageing.
* Performing GR IR reconciliation and getting the discrepancies corrected.
* Consignment reports for the Month End.

**Accounts Receivables**

* Cash Application, Sundry Invoice, Dunning, Customer Statement, Bad Debts

**Query Management:**

* Handling all supplier, Internal Customer and AP Capgemini queries.
* Ensuring all the queries that comes are actioned.
* Ensuing all SLA and KPI’s are Green.
* Ensuring circulation of Weekly and Monthly productivity report to team.
* Ensuring no escalations from Vendors and business unit end.

**Travel and Expenses:**

* Creating Travel and Purchasing Cards.
* Approving Expense Report of Employees on a daily basis
* Providing Productivity Tracker to Concurrent Audit and Command Center
* Sending Management and SLA Report to Clients on a daily , weekly and monthly basis.
* Month End activity of purchasing Cards
* Posting Journal Entries of JP Morgan Chase (Travel Card and Purchasing Card)
* Query handling\Generic Mail Box
* Employee Customer Support\Service Desk
* Reconciliation of Employee Account as per JP Morgan Chase and Armstrong.
* Reconciliation of Terminated Employees Books of Accounts.

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| **TRANSITION EXPERIENCE** |
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* Been to Sweden, Norway, Denmark and Finland for AP Transition for a period of 3 Months, during the transition I actively participated in process mapping, learning processes and documentation of process for example, preparing training manuals, case life cycle and process flows.

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| **PROJECTS** |
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**Six sigma yellow belt certification** and successfully completed **KAIZEN** project:

**KAIZEN project (11 Improvement Ideas):**

* Searching Contact/reviewer name by using cost center
* Marco deployment for Month End Closing i.e. accruals
* AHK- Payment term and vendor mapping
* AHK- Basic Data Updation.
* **Automation: Invoice processing:**

Automate the invoice processing for Non PO or service related suppliers with help of delivery excellence team. The AHK (Auto Hot Key) intelligently extracts the important information and validates it according to a pre-defined set of rules.

* **Key features and benefits:**
* No invoice lost or paid twice.
* Eligibility for early payment discounts from suppliers.
* Timely and accurate financial reports
* Accurate invoice processing in less time and with fewer human resources**.**
* **Lean project:** Maintain Zero backlog with the contracted FTE’s.

To clear the 15000 backlog invoices in a month with minimum FTE’s.

* **Vendor aged/open items clearing:** Regular follow up with controller and business unit for pending cases.
* Worked on White Belt Project “**Automatic Deletion of Access once the employee leaves the job or change the team.**
* **Identification of Duplicates Invoices in Workflow.**
* **POT Analysis**
* **In ALSTOM :** Automatic Customer/Vendor Creation in BOT system/Automation Anywhere

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| **ACHIEVEMENTS** |
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Awarded in below categories in the Center-level quarterly Reward and Recognition events:

* Best Debutant
* Best PA [Awarded Twice]
* Appreciated with Spot Award and Value Cards by Operations Manager, Supervisor and teammates.
* Certification of Excellence – Transition and stabilization of project
* Certification of Excellence – Outstanding Performance in process operation
* Certification of Excellence – Outstanding Contribution to process and Master Blaster Award

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| **EDUCATION** |
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| **Qualification** | **Board/University** | **Year of Passing** | **Percentage** |
| SSLC | Board of secondary education | 2003-2004 | 75.00% |
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| PUC | Pre University Bangalore | 2004-2006 | 80.00% |
| BBM | Bangalore University | 2006-2009 | 70.00% |
| MBA | CV Raman University | 2016-2018 | 65.00% |

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| **TECHNOLOGY SUMMARY** |
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* Operating System: SAP 7.1, SAP 6.0 and SAP 4.7 SWANi, Basware, BP Open, Legacy systems (Baan, LN, IFS, iScala),MS Office (Excel,Word, Power point) Tally 7.2 and 9

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| **PERSONAL INFORMATION** |
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* Date of Birth : 02 May 1989
* Language Know : English, Hindi, Marathi, Kannada, Telugu
* Nationality : Indian
* Marital status : Married
* Valid Passport : Yes