



Career Objective

To seek challenging avenues where, my knowledge and experience matches with the organization's growth and to continue for the achievement and organizational goals with betterment career prospects.

PROFILE

- ✓ Strong willed professional with eight years of experience in accounts payable domain.
- ✓ Ability to deliver projects within deadlines while maintaining good quality.
- ✓ Better creative mind and out of box thinker with ability to produce results that differentiate me from others.
- ✓ Proven expertise in Accounts payable, vendor reconciliation, issue resolution
- ✓ Proven expertise in POR (payment on rejection) such as tagging, Vendor site setup, Banking details, reversal entries, Short pay invoices rectification, and VDM issues.
- ✓ Establish & maintain strong working partnerships with key suppliers. Determine appropriate end-to-end processes and tools needed to achieve development, delivery, reliability and availability goals.

Intelenet Global services:
Role: Team Coach

June 2018 – Feb 2019

- ✓ Handling Po and NON Po
- ✓ Invoice handling escalation e mails complete responsibility for AP Key contribution to process improvements and quality initiatives. Payment on Time Project (POT) – Successful Target Achievement (97.02%)
- ✓ Processing invoices in Great plain
- ✓ Handling PRS queries' and comes out on resolution Handling vendor reconciliation and clearing the debit balance Consolidating the Open PO report and send it to market
- ✓ Allocation done to team members to complete invoices within SLA period of time highly concentrate on top 10 vendors as well as high value invoices
- ✓ Downloading the check request report and sent to market for approval
- ✓ Handling employee claims and creation of new employees with approval from client. Identified root cause analysis and providing appropriate action plan into team members. Weekly basis conducting team meeting for updates and changes in the process.

Cognizant technology solutions:
Role: Subject Matter Expert

Dec 2016 – Dec2017

- ✓ Complete responsibility for AP
- ✓ Workflow management in accordance with the quality and process guidelines to enhance productivity and effectiveness as per agreed SLA's.
- ✓ Key contribution to process improvements and quality initiatives
- ✓ Issue resolution through handling and responding all the queries and working with the AP Helpdesk team.
- ✓ Team management through effective work distribution, and support in processing the critical and Complex invoices to ensure overall target achievement.
- ✓ Leverage of process knowledge for Invoice Processing, and suggesting improvements for the process quality.
- ✓ Responsible for handling all queries mails about invoices processing.
- ✓ Other diverse responsibilities include conducting root cause analysis; quality sessions, report generation
- ✓ Handling PO, NON PO, Corporate card, Check request, Short paid invoices, Invoices auditing, Travel and expenses...
- ✓ More responsibility in Reporting activities like Capacity planning , KPI, Month end activities etc. Maintaining daily

tracker and meanwhile supporting to another team

Wipro Private Limited:

Feb 2014– Nov 2016

Role: Senior officer

- ✓ Complete responsibility for Issue Management and Invoice processing.
 - ✓ Workflow management in accordance with the quality and process guidelines to enhance productivity and effectiveness as per agreed SLA's.
 - ✓ Key contribution to process improvements and quality initiatives
 - ✓ Issue resolution through handling and responding all the queries and working with the AP Helpdesk team.
 - ✓ Team management through effective work distribution, and support in processing the critical and complex invoices to ensure overall target achievement.
 - ✓ Leverage of process knowledge for Invoice Processing, and suggesting improvements for the process quality.
 - ✓ Responsible for handling all queries mails about invoices processing.
 - ✓ Other diverse responsibilities include conducting root cause analysis; quality sessions, report generation
 - ✓ Allocation has been doing By Tibco report with Base Dump on daily Basis (BAU) Handling CPM PO as well as oracle PO indexing
 - ✓ Handling urgent PO indexing
 - ✓ More responsibility in Basware invoice processing as well as urgent queries from client side Expertise in supplier reconciliation and to help desk queries
 - ✓ Handling NON PO invoices in oracle
 - ✓ Handling BIS Certificates in Approved invoice Queue
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Cap Gemini Business Private Ltd

Oct 2012 –Jan 2014

- ✓ Responsibility for daily payments towards to the various activities like stops, online transaction with the help of various banks like NATWEST , HSBC , CITI
 - ✓ Responsibility for day to day activities to the payments like UK statements report's, and cancelled cheque and stop cheque with the help of various tool
 - ✓ Worked on customer benefits evaluation
 - ✓ Work on with various sub processes with various tool like lotus and sap fico and citrix xen app Involvement in discovery and understanding different types of customers resulting a high probability of delivering the service in a manner that is perceived to be satisfying to each customer.
 - ✓ Contribution to process improvements through feedback on sources and causes of customer dissatisfaction and ensure good customer retention by providing excellent and professional services and achieve agreed service standard.
 - ✓ Managing and handling the customers' enquiries through resolution for all issues pertaining to customers. At the terms of payment. Responsible updates for customer query
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Achievements:

- ✓ Key contributor/ Star of the month award at the month of July – 15 and June – 2016 in Wipro PVT LTD
 - ✓ Promoted to Process associate within 1 year in Cap Gemini Business Service India PVT LTD
 - ✓ Spot light award in the month of august 2017 in cognizant technology solutions
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EDUCATIONAL CREDENTIALS

- ✓ Masters of business administration 2011 in Christ College of engineering and technology: 70%

✓ Bachelor of Business administration 2009 in Saradha Gangadharan College; 59 %

PERSONAL PROFILE

Name	Sathiyarayanan.S
Contact	9790442374
Gender	Male
Marital Status	Single
Nationality	Indian
DOB	16/06/1986
Father Name	B Sundararaman (Late)

DECLARATION

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

Place: Pondicherry

Date:

S.Sathiyarayanan.S