

# NANDINI SUBRAMANYA

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# 4 SRS apartment SJP layout  
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## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## PROFESSIONAL EXPERIENCE

2022 - 2023

### HP computing and printing system India Pvt Ltd

Senior Process analyst

- Financial Claim analysis.
- Validation of claims as per the process guidelines and timely Payments to the partners on agreed SLA.
- Processing rebate payments for almost 2800+partners.
- Sharing the above reports to the manager and country PAOM.
- Managing partner queries, escalations and priority requests through generic mailbox (3w)
- Dispute management Resolving Partner disputes on rebate payments within standard TAT and accuracy
- Extraction of master data and sharing to team for the rebate calculations.
- Batches wise or country wise rebate upload.

2016 - 2022

### Accenture solutions Pvt Ltd

Senior Process Associate

- Deal creation in eclipse as per the country terms and conditions.
- Price quote creation in Microsoft Dynamics 365.
- Invoice verification and sending to the payments team for the approval for the rebate.
- SKU validation and segregating the serlized and non serlized list,Sharing to the team for the calculations.
- QA before rebate upload.
- Training to the new members
- Cross training taken for the support of high volumes.(Payments and invoice analysis)
- Updating the DTP with regular changes and sharing the knowledge to the team.

2013 - 2015

### Hewlett Packard India Pvt Ltd

Process associate

- User account creation in salesforece with help of the customer database.
- Handling trouble shooting issues.
- Extraction of the customer database with account details and sending to the manager and country PAOM.
- Redirect to the customer as per the Queries.

## EDUCATION BACKGROUND

2010

Bangalore University  
B.Com

## SKILLS

- Team work • Time management • Computer literacy • Active listener • Data analytics

## PROJECTS

- **Macro tool creation-Partner claim processing faster**

Built macro tool with help of the technical team to enhance the productivity Faster, accurate rebates to the partners on TAT.

## ACHIEVEMENTS

- Core champion award • Best employee award

## EXPERTISE

- SAP
- Salesforce
- Microsoft Dynamics 365
- E20
- Eclipse
- Payment validation
- Financial analysis
- Data analysis
- Invoice validation
- Data mapping.