

AMARESHA HIREGOWDAR

No.13/3, 4th Cross 4th Main Road, RPC Layout Vijayanagar, Bengaluru-560040

E-mail: amareshahgr@gmail.com Mobile: +91 9742534929

SUMMARY:

Detail oriented accounts payable specialist with Eight year's seven month's experience effectively managing all accounts payable processes. Skilled in utilizing best practices to improve accounts payable processes and bring significant value to a business and provide valuable responding to needs of various business partners.

WORK EXPERIENCE:

Tata Consultancy Services – AP Process Specialist from 17th May 2023 to 29th Feb 2024.

- Responsible for Processing invoices in any phase No PO and PO related invoice process in SAP.
- Efficiently processing vendor invoices and maintain up-to-date system.
- Performing Prepayment review and approval, before payment run.
- Working on Aged open items clearing and posting re-class entries as per client's advice
- Validating and auditing the invoice documents with correct backup documentation
- Processing Debit note and Credit note.
- Creating, maintaining, and reviewing all measurements of SLAs and ensuring that the measures are relevant, accurate.
- Preparing the preparations and publish MOM.
- Daily basis providing the invoice status reports to manager.
- Prepared work process SOP as per client requirement.
- Managing the team and allocating the work to team members.

Fidelity National Financial India – AP Process Specialist from 23rd Oct 2014 to 16th Sept 2022

- Receiving the Invoices, Processing and Validating systematically per Invoice guideline and making Payments as per Vendor terms.
- Invoice Processing and Validating PO and Non-PO invoices, Travel & Expense received from OAC and CAD (Operational Accounting Centre & Centralized Accounting Department).
- Processing and Validating invoices received from locations Seattle, Woodland, Denver, Stockton, San Diego, Van-Nuys, Corona, Dallas, and Puerto Rico, Houston, New Mexico, Philadelphia, Phoenix, Hobart, Virginia City, Johnson City, Austin, San Jose, Columbus, Portland & Baltimore City.
- Processing and verifying two types of priority invoices i.e. Rush and Non-Rush invoices.
- Invoice auditing Two- or three-way matching.
- Review and process vendor payments daily with an estimate of 100-150 invoices a day.
- Processed due invoices for payments within set time frame.
- Invoices above \$100k should be taken approval from Onshore clients.
- Research/Problem solve supplier enquires regarding accounts payable issues and educating supplier on missing or inaccurate informational invoices.
- Efficiently process vendor invoices and maintain up-to-date systems, improving productivity
- Coordinate approval processes of all account's payable invoices.
- Invoice Audit report to audit invoices for duplicates (Invoice and payments) and cancel the duplicates and if duplicates paid, request for refunds.

- Prepare invoice aging report daily and provide list of every unpaid invoice.
- Maintaining the vendor payment tracker
- Reporting the duplication of invoices to onshore team

SKILLS:

- Accounts Payable.
- Invoice processing & validation.
- Vendor ageing analysis.
- Vendor payment process.
- General Reports.
- Mortgage & Title

EDUCATIONAL QUALIFICATION:

- MBA (Finance and marketing) from AIMS Bangalore -2013.
- BBM (Finance) from SVK College, Koppal- 2011.
- PUC from S G PU College, Koppal -2008.
- SSLC from S.R.R School Ravadakundh -2006.

ERP & TOOLS KNOWLEDGE:

- Oracle R12 & OCR,
- Epitome, True Title
- Coupa and SAP
- Ariba
- Mailing Systems: MS Outlook

ACHIEVEMENTS:

- Awarded R&R for maintaining consistent good Productivity and Quality at workplace.
- Business Partners are delighted and satisfied with the work performed for US and Canada country.
- I was awarded as the Best Innovator for the process improvement.

PERMANENT ADDRESS:

Block Number 2
At post: Raudakunda
Tq: Sindhanur, Dis: Raichur-584128

DECLARATION:

I hereby declare that the information furnished above is correct according to my knowledge. In view of the above, I request you to give me an opportunity to work with your estimated organization in the capacity mentioned above.

Amaresha Hiregowdar