

PRATIK JAIN

FINANCE and ACCOUNTS PROFESSIONAL

CONTACT DETAILS:

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EDUCATION DETAILS:

- Master of Commerce 65% - 2011
- CMA Semi Qualified 52% - 2010
- Bachelor of Commerce 78% - 2008
- Higher Secondary 55% - 2005
- Secondary School 49% - 2003

CORE COMPETENCIES:

- Global AP and P2P Operation
- Core Finance and Accounts
- Invoice to Paymet Cycle
- Payment and Forecasting
- Treasury and Payments
- ACH, Wire, Cheque
- AP Ageing, Reporting and Control
- Debit Balance Recovery and Report
- TandE Expense Compliance and Reconciliation
- Internal and External Audit
- 1099 Tax Reprting
- Return, Rejection and Reversal
- Related Party Transaction
- InterCompany Neeting
- MBR, DBR, CBR, SOD, SOW
- Process Improvement
- Critical Thinking
- Decision Making
- Escalation Handling
- Reconciliation - Cash and Bank
- Reconciliation - AP and GL
- UCP, Unapplied Cash
- SLA, CPI, TAT, RCA
- Vendor Validation and Setup
- Customer Validation and Setup
- Client Communication

TECHNICAL SKILLS:

- SAP ECC 6.0
- SAGE
- Excel, Pivot,V-lookup, PPT
- MS Office
- Payment Excpetion
- Payments - ACH, Wire, Cheque
- Smart Payable
- BOA CashPro
- JP Morgen
- Fifth Third
- Wells Fargo
- AMEX

LANGUAGE AWARE:

- English
- Marathi
- Hindi

PROFESSIONAL OVERVIEW:

Finance & Accounts Leader with 12+ years of expertise in Accounts Payable, Procure-to-Pay, and core accounting across APAC, EMEA, Canada, and North America. managing high-volume invoice/payment processes, and ensuring compliance with tax and audit. Proficient in SAP, SAGE, Concur, and global banking platforms.

PROFESSIONAL SUMMARY:

Finance Controlling:

- Prepared the Sales Order VA01, Changes VA02, Display VA03 and Prepared Sales Invoes VF01, Changes VF02, Display VF03, Invoice List VF 21
- Prepared the Payment forecasts and cross check with budget, aligned with business strategy. And review the cashflow.
- Conducted variance analysis of actuals payment vs. budget/forecast, recommend corrective actions.
- Ensured adherence to internal financial policies and external regulatory requirements.
- Supported statutory audits, internal audits, and compliance checks.
- Implemented strong internal controls for expense approvals, payments, and reporting.
- Track liquidity, working capital, and cash flow requirements.
- Conducted revenue forecasting, demand planning, and pipeline management.
- Track sales vs. forecast and recommend corrective measures for revenue gaps.
- Coordinated with marketing, finance, and operations for seamless execution.
- Ensured timely invoicing, collections, and customer satisfaction.
- Work with Product/Operations teams to ensure service delivery meets client expectations.

Project and Process Management:

- Led and managed four global AP & P2P project transitions and implementations (KA, KT, SOPs).
- Oversaw end-to-end AP/P2P operations including requisitioning, PO, vendor/customer management, invoicing, and payments (domestic & global).
- Identified and implemented process improvement initiatives to enhance efficiency.
- Ensured compliance with corporate policies, procedures, and internal controls.
- Collaborated with Finance, Project Controllers, Procurement, and Operations Managers.
- Reviewed cash flow, prepared AP forecasts, and generated ageing reports.
- Developed AP dashboards and reports for Monthly Business Reviews (MBR).
- Supported internal and external audits in compliance with audit guidelines.

Client and B2B Relationship Management:

- Built and maintained strong B2B relationships with clients, vendors, and stakeholders by ensuring transparent communication and acting on feedback.
- Partnered with Finance leadership (Managers, Directors, SVPs) through regular reporting and updates to align operations with business objectives.
- Proactively identified and resolved issues by fostering collaboration and maintaining trust across cross-functional teams.
- Delivered exceptional client and vendor support, driving satisfaction, continuous improvement, and long-term partnerships.

Team Handling, Leadership and Management:

- Led and mentored a team of AP and P2P specialists, fostering a high-performance, collaborative culture focused on achieving operational excellence and quality standards.
- Allocated resources strategically to ensure timely, accurate, and efficient completion of AP and P2P deliverables.
- Promoted teamwork, knowledge sharing, and continuous improvement, creating a positive and engaging work environment.
- Facilitated daily team meetings to track progress, resolve challenges, and maintain alignment with business objectives and SLAs.

Vendor and Customer Management:

- Managed vendor and customer onboarding through validation and due diligence (W8, W9, VAT, IBAN, TDS) while maintaining accurate records in VMD and MDG across APAC, EMEA, USA, and Canada.
- Performed vendor expense analysis and prepared reports for Monthly Business Reviews (MBR) to support financial planning and cost optimization.
- Collaborated with vendor and customer management teams to strengthen relationships, resolve issues, and drive service excellence and ensured compliance with vendor agreements, contracts, pricing, and terms to optimize vendor performance and minimize risks.
- Verified and processed IO, PR, PO, and Non-PO transactions with accuracy and adherence to company policies and regulatory requirements.

PROFESSIONAL CERTIFICATION:

- Institute of Cost and Management Accountant of India - CMA Semi Qualified
- Research and Development of Automobiles Industries and Organizational Strategy (Project) ICAI
- Computer Certification Conduct by ICAI and Article-ship – Artefact Project LTD. ICAI
- Email Certification from LRN Legal Compliance and Ethics Center and Certification of Facilitator

Travel and Expense, Concur Expense Management:

- Managed end-to-end Travel & Expense (T&E) processes across NA, EMEA, APAC, and Canada, ensuring compliance with corporate travel policies and regional tax regulations.
- Implemented and enforced T&E policies covering travel advances, per diem limits, mileage reimbursements, and receipt compliance, driving consistent adherence and audit readiness.
- Conducted regular audits of T&E claims to detect and prevent fraud, duplicates, and non-compliant expenses, strengthening internal controls.
- Reviewed and approved employee expense reports, ensuring accurate cost center allocation, policy compliance, and complete supporting documentation.
- Collaborated with HR and Finance teams to ensure timely employee reimbursements and accurate processing, improving employee satisfaction and financial accuracy.

Compliance, Internal Control, Logistics, Audit, Direct Debit, Treasury and Payments Management:

- Ensured compliance with company policies, internal controls, and regulatory standards across AP, P2P, and T&E operations.
- Strengthened risk controls by implementing and monitoring segregation of duties and aligning processes with internal audit requirements.
- Supported internal and external audits with Concur system logs, expense history, and documentation.
- Reconciled T&E liability accounts (corporate cards, advances, reimbursements) with 100% accuracy and timely clearing.
- Managed intercompany, vendor, and customer transactions, ensuring compliance and resolving discrepancies proactively.
- Reconciled ledgers, refunds, and open items, maintaining accurate financial records and reporting.
- Handled rejected/returned payments and performed UCP cheque reconciliations using SAP, Cash-Pro BOA, JP Morgan, and Smart Payables.
- Processed global/domestic payments (ACH, Wire, Cheque, AMEX) with 100% accuracy, meeting deadlines consistently.
- Performed invoice quality checks and maintained compliance for third-party and intercompany payments.
- Coordinated with global banks (JP Morgan, Wells Fargo, BOA, Fifth Third) to resolve queries and ensure seamless transactions.
- Executed import payments for materials and services (BOE, BOL, Form A1/A2, 15CA/15CB) in compliance with RBI requirements.
- Resolved ATA Carnet import payment issues by collaborating with Logistics, Purchase, CHA, and EXIM.

Stakeholder Collaboration and Customer Services Management:

- Collaborated cross-functionally with Procurement, Finance, Legal, and Operations teams to ensure alignment and standardization of AP and P2P processes.
- Resolved complex AP and P2P queries from internal and external stakeholders, ensuring timely issue resolution and stakeholder satisfaction.

AP Unclaimed Property Rights (UCP), Unapplied Cash:

- Cancelled and blocked returned UCP cheques, ensuring timely stop-payments on BOA to prevent financial discrepancies.
- Liaised with relevant authorities to resolve issues related to returned cheques in compliance with banking procedures.
- Identified, investigated, and cleared open items such as returns and rejections not debited from accounts, ensuring accurate reconciliation.

Month End Closing and Reporting:

- Ensured timely and accurate month-end close, completing all key deliverables within deadlines.
- Reported DBR and CBR balances, resolving escalations and discrepancies effectively.
- Cleared AP/AR open cash items and reconciled with GL accounts for accuracy.
- Maintained AP accrual tracker for outstanding vendor invoices to ensure proper financial reporting.
- Cleared Direct Debit, Payroll, and CBSA transactions from vendor accounts to GL.
- Conducted root cause analysis for invoice errors, incorrect postings, and vendor/customer escalations, implementing corrective actions.
- Led monthly business reviews with clients and management to assess performance, highlight risks, and drive improvements.
- Prepared MIS reports with actionable insights to support management decision-making.

PROFESSIONAL EXPERIENCE:

- Sysnet Global Solutions - Assistant Manager, AP and P2P July 2024 – July 2025
- Wipro Ltd. - Assistant Manager, AP and P2P September 2019 – July 2024
- Faurecia India (TSL) - Finance Executive, Controlling October 2018 – August 2019
- Steria India Ltd. - Sr. Process Associate October 2016 – August 2018
- Steelcase Asia and Knorr-Bremse (GCL) - Financial Associate September 2015 – October 2016
- John Deere India (TSL) - Finance Executive December 2013 – September 2015

Thank You!